

JORDAN SCHOOL DISTRICT
Barry L. Newbold, Ed. D., Superintendent of Schools
Sandy, Utah

Intradistrict Communication

DATE: September 29, 2010

TO: School Principals
School Head Custodian

FROM: John Taylor, Administrator of Auxiliary Services
Scott Thomas, Staff Assistant of Auxiliary Services
Duane Devey, Director of Custodial / Energy Services
Ron Boshard, Risk Management Coordinator

SUBJECT: Building Temperature Health Intervention Plan

Schools that are not air conditioned have the potential to become uncomfortably hot during seasonal transition times of the year, especially when outside temperatures remain high. It is important for Principals to review with the building custodian the proper operation of the building ventilation system to maximize its effectiveness.

Custodians need to make sure that preventative maintenance has been done on all motors operating the ventilation systems, belts checked and changed if necessary and most importantly that filters have been changed. This will help ensure maximum air circulation, which is very important. If custodians have questions about this process, they should contact Shane Doyle, Custodial Trainer / Energy Coordinator, immediately at 801-567-8741.

Operating the ventilation system during the night or during very early morning hours when the air temperatures are significantly lower than the daytime temperatures is also very important. Plans should be made to do this if it appears that the daytime temperatures are going to remain in the 90-degree range. Head custodians should make it a regular practice to monitor and document inside building temperatures throughout the day. (This is only for buildings that do not have air conditioning.)

Please make sure that all displays in the classrooms and hallways are secured on all four corners so that the paper does not flutter as the air is circulated. After the alarms are set this motion will set-off the alarms and create many false drops. The District is charged by the local cities for any false alarms. Your help would be greatly appreciated.

Some older buildings do not have building-wide systems and rely on individual room ventilation or simple convection systems for air movement. The same operating

procedures (having fans operating) should be followed in these buildings allowing cool night and early morning air to circulate in the rooms.

It is also obvious that where rooms are particularly susceptible to high temperatures, the students and teacher may need to be moved to an alternative space during high temperature days or some other arrangements will need to be made to mitigate temperature problems. The use of individual room fans may help. Make sure that your electric circuits will support this procedure.

Maintenance and Custodial Services personnel are available if you have questions related to temperature intervention plans.

The Board of Health has also provided a list of suggestions you may wish to consider implementing. They include the following:

1. Encourage the wearing of loose-fitting, light colored, lightweight clothing in hot weather.
2. Encourage adequate intake of cool, not cold, fluids.
3. Encourage the student to bring individual water bottles to class.
4. Discourage the use of caffeinated products. (Caffeine is a diuretic.)
5. Provide frequent fluid breaks, especially before and after exercise in physical education classes or recess.
6. Include an emergency plan for students with individualized health care needs.
7. Provide convenient, accessible wet wipes or damp cloths that can be dipped in cool water and applied to foreheads, around the neck, and at the wrists.
8. Fill spray bottle with cool water and spritz students' arms, legs and faces.
9. Allow students to fan themselves.
10. Encourage the eating of fruits and vegetables.
11. Closely monitor classroom conditions.
12. Increase nighttime air handler fan speed and duration at night to bring in cooler outside air.
13. Perform preventive maintenance on heating, ventilation, and air conditioning filters, sensors, motors, and controls.
14. Closely monitor heating, ventilation, and air conditioning equipment and controls to be sure they are operating properly.
15. Relocate students and staff to different areas of the school building if some rooms have exposure that consistently increase temperatures.
16. Decrease physical activity for students, including physical education activities and recess activities.
17. Limit recess and physical education activities to early morning hours.

Please consider these suggestions and plan to respond accordingly during any high temperature days.