

# Attachment 3: Example Schedule to Address Identified Indoor Air Quality Issues

***[A schedule to address identified issues should be used to document and track indoor air quality (IAQ) issues and how they are addressed. This is an example that can be modified. For more information, see the Model IAQ Plan and Appendix A Guide to Develop a Plan]***

**School:**

**Date:**

**Completed by:**

| **Problem and Location** | **How Issue will be addressed:** **1) Immediate Repair/Change;** **2) Planned Project;** **3) Deferred Action;** **4) New/Revised IAQ Plan Policy** | **Responsible School Staff** | **Schedule** |
| --- | --- | --- | --- |
| ***Example:******Water damaged ceiling tiles in west wing, visible in rooms 5, 8, 13*** | ***1)Ceiling tile replaced******2) Roof will be repaired*** ***3)Roof will be replaced******4) Adopted mold prevention policy, amended training policy and preventive maintenance schedule (see IAQ Management Plan)***  | ***1) custodian Joe******2) building head Anne******3) facilities director Bill******4) IAQ coordinator Sarah*** | ***1) done******2) summer 2016******3) summer 2017******4) done*** |
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