

NOTIFICATION OF SCHOOL CONSTRUCTION, MAINTENANCE, AND RENOVATION ACTIVITIES

- I. The district recognizes that some students and staff may have chemical or allergic hypersensitivities to some products which may be used in the construction, maintenance, and renovation of facilities and grounds. Additionally, dust and dirt generated during these activities may likewise produce adverse reactions in facility occupants.
- II. The district will establish a program to inform students, parents, legal guardians, and employees of the potential adverse impacts to persons with chemical or allergic hypersensitivities which may result from products used or from dust and dirt generated during construction, maintenance, and renovation activities.
 - A. Student/parent handbooks will address non-standard chemical awareness.
 - B. Public service announcements will be used to inform parents and legal guardians to alert or notify school officials of students with chemical or allergenic hypersensitivities.
 - C. Principals and site administrators will emphasize to staff the importance of prompt advance notification to known persons, and/or their legal guardians, with chemical or allergenic hypersensitivities of scheduled construction, maintenance, and renovation activities using non-standard chemicals.
- III. The district will not, except in emergencies, initiate and perform any facility or grounds construction, maintenance, and renovation activities which may involve the use of non-standard chemicals without providing advance notification to the principal or appropriate site administrator who will in turn make appropriate notification to students, parents, legal guardians and/or staff members.
 - A. The appropriate department within the Facilities Division will provide written notification to the school principal or site administrator at least twenty calendar days prior to commencing a major construction, maintenance, or renovation project inside or outside a facility. A major project will be considered any project which impacts over 25% of the occupied rooms or space in a facility.

- B. The appropriate department within the Facilities Division will provide written notification to the school principal or site administrator in sufficient time to allow a five working (or school) day notification to students, parents, legal guardians, and staff prior to commencing any non-emergency minor construction, maintenance, or renovation project (25% or less of the occupied rooms or space impacted) when use of a non-standard chemical is anticipated.
- C. A form letter will be used to provide the above required written notifications to principals and site administrators. The written notifications will include a copy of the Materials Safety Data Sheet (MSDS) if the MSDS does not already reside in the school or site master HAZCOM program binder.
- D. The Operations Department will provide each school or site a seasonal schedule of grounds maintenance (mowing, herbicide application).
- E. Principals or designees will maintain appropriate records on students identified by parents or guardians as having known chemical or allergic hypersensitivities.
- F. The applicable principal or site administrator will provide written notification (form letter) to students, parents, legal guardians, and staff at least five working (or school) days prior to any major construction, maintenance, or renovation activity. In addition, when the use of a non-standard chemical is anticipated, principals or designees shall make reasonable efforts to notify staff and parents or guardians of students who have been identified in E above to be hypersensitive.
- G. For minor construction, maintenance, or renovation activities involving the use of non-standard chemicals, the applicable principal or site administrator will provide written notification (form letter) and make reasonable efforts to make personal contact with staff and parents or legal guardians of students who have been identified in E above to be hypersensitive at least five working (or school) days prior to commencement of work.

- H. Facilities Division personnel and school/site administrators will work cooperatively to ensure all necessary and practical precautions are identified and exercised to minimize the potential for exposure to products which may create adverse chemical or allergic hypersensitivity reactions in students or employees.

Review Responsibility: Facilities Division
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