

May 1, 2024

Mr. Ron Clark
Industrial Hygienist
Indoor Air Section, Environmental Public Health
Indiana Department of Health

Tim Walz
St. John Lutheran School
301 S. Oak Street
Kendallville, IN 46755

Dear Mr. Clark,

This letter is in response to the air quality inspection which was completed on Monday, Feb. 26, 2024, and the subsequent air quality report we received on Friday, March 1, 2024. This letter will outline our response and the actions taken to address the findings of the inspection.

Concerning the items which require corrective action as listed on pages 2-3 of the report, St. John Lutheran Church and School will:


410 IAC 33-4-6(c) states “When a water leak or intrusion is discovered, corrective action shall be taken within 2forty-eight (48) hours.” There were water-stained ceiling tile in the Kindergarten classroom. We recommend checking to ensure there are no active leaks then replacing the stained tile, so any new leaks are easily identified and addressed. *The ceiling of the Kindergarten was inspected and no active leaks were found. The stained ceiling tiles have been replaced.*

410 IAC 33-4-2(b) states “carbon dioxide concentrations in the breathing zone shall never exceed 700 ppm over the outdoor concentration.” The carbon dioxide concentrations were higher than allowed. The HVAC dampers should be checked to ensure sufficient outside air is being supplied to the classrooms. *The HVAC dampers for the units in those classrooms have been checked and adjusted to allow more outdoor air into the classrooms. Furthermore, when these older units are replaced they will be replaced with units that more easily provide adequate air exchange.*

410 IAC 33-3-1(b) states “The IAQ coordinator’s contact information shall also be published: (1) on the school or state agency’s website; and (2) in the school or agency’s handbook. The school needs to designate an individual as their Indoor Air Coordinator and include their contact information as stated above. *St. John Lutheran Church and School’s Indoor Air Coordinator is Tim Walz and he can be reached at 260-347-2444. This information is now listed on the school website, in the Parent handbook, and was published initially in the school newsletter The Eagle Eye (March 11 issue).*

Further requests for action or follow-up information can be directed to Principal Tim Walz at 260-347-2444.

Sincerely,

A handwritten signature in black ink that reads "Tim Walz". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Tim Walz