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TO: Ms. Mary Lou Ridge, Principal
Bethune Elementary School

FROM: Aston A. Henry, Jr., Supervisor
Risk Management Department

SUBJECT: **Indoor Environmental Quality Assessment
Bethune Elementary School**

On October 19, 2001, Risk Management Staff conducted an initial indoor environmental quality assessment of Portable 531CX at Bethune Elementary School. The evaluation was performed in response to concerns of existing conditions reportedly resulting in the presentation of allergy-type symptoms. The evaluation included a walk-through of Portable 531CX, observation of accessible ventilation supply, observation of the tile floor and ceiling tiles, and of the interior walls for signs of water intrusion, along with the measurement of indoor temperature and relative humidity.

Outlined below are the findings of this assessment along with recommendations for further assessment and/or remediation.

1. On the date of the evaluation, the indoor temperature of Portable 531CX was 76 degrees Fahrenheit (F) with a humidity reading of 62%.
2. The stand-alone air conditioning units were inspected and appeared to be in good condition.
It is recommended that both filters for the stand-alone air conditioning units be replaced with new filters.
3. An artificial fragrance was noted in this portable. Our inspection revealed several air fresheners placed throughout the class.
Given recent complaints, it is recommended that all air fresheners be removed from this classroom/portable.
4. Our inspection revealed no signs of water intrusion on the interior walls or around the windows.

It is recommended that site-based administration follow up to determine the time frame for the above recommendations to be completed.

The Risk Management Staff did not identify any immediate health and safety concerns to building occupants as a result of the Indoor Environmental Quality Assessment of Portable 531CX. Please address the above recommendations in order to improve the indoor environmental quality for all occupants.

Should any questions or concerns arise, or if these complaints continue after the above recommendations have been addressed, please feel free to contact me at 765-8864.