

# Tools for Schools - Indoor Air Quality

## Follow-up Action Plan for District Maintenance



Bethune Elementary

82 51%

Principal: Ms. Mary Lou Ridge

Walkthrough Date: 5/6/2004

Temp RH Co2  
Outside Measurements

Assignment Member: Bob Krickovich

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
201	2	District Maintenance	One stained ceiling tile.	Maintenance to inspect for cause of stain and repair as appropriate and replace ceiling tiles.
202	2	District Maintenance	Stained ceiling tile.	Maintenance to inspect for cause of stain and repair as appropriate and replace ceiling tile.
203	2	District Maintenance	Stained ceiling tiles. Windows are stained with water from sprinklers.	Maintenance to inspect for cause of stains and replace ceiling tiles and redirect sprinklers away from building.
205	2	District Maintenance	Window is not closing properly and sprinklers are spraying on the windows.	Repair window and redirect sprinklers away from building.
205	2	District Maintenance	Stained ceiling tiles.	Maintenance to inspect for cause of stains and repair as appropriate and replace ceiling tiles.
206	2	District Maintenance	Stained ceiling tiles.	Maintenance to inspect for cause of stains and repair as appropriate and replace ceiling tiles.
208	2	District Maintenance	Stained ceiling tiles.	Maintenance to inspect for cause of stains and repair as appropriate and replace ceiling tiles.
504	3	District Maintenance	Emergency window does not close properly.	Maintenance to inspect and repair as appropriate.
701	2	District Maintenance	Water damaged wall under windows.	Maintenance to inspect and repair as appropriate.
701	2	District Maintenance	Humidity slightly elevated.	Maintenance needs to inspect HVAC for proper operation. Also adjust unit to run as needed on nights and weekends.
701E	2	District Maintenance	Room feels warm and humid.	Maintenance needs to inspect HVAC for proper operation.
801	2	District Maintenance	Warm in room.	Maintenance needs to inspect HVAC for proper operation.
805	1	District Maintenance	Water damaged wall to the left of emergency door. Damage caused by holes in the exterior wall where the walkway was attached.	Repair/replace damaged wall and repair holes in exterior wall.
806	2	District Maintenance	Wall is water damaged at emergency door.	Maintenance to inspect and repair as appropriate.
817	1	District Maintenance	HVAC unit is in room 815 and the fresh air intake on the east side is at the bus loop. Screens are plugged or missing. Filters in AHU 3, 5 and 7 are dirty and pans holding water. Belt is loose. Mold on top of unit where duct was repaired.	Maintenance to inspect, clean and repair as appropriate.
817	2	District Maintenance	Water damage to wall on left of emergency escape.	Maintenance to inspect and repair as appropriate.
915	2	District Maintenance	Two of the five HVAC supply grills are taped shut with cardboard. Return grill is 3/4 blocked with cardboard.	Maintenance needs to inspect HVAC for proper operation.

<b>Room</b>	<b>Priority</b>	<b>Responsible</b>	<b>Assessment Comments</b>	<b>Recommended Corrective Action</b>
917	2	District Maintenance	Teacher reported the room is generally too cold. Temperature was within recommended range but all windows were open. Teacher advised that Maintenance has closed off three of the five supply grills in the room and it is still too cold.	Maintenance needs to inspect HVAC for proper operation.
P-111N	3	District Maintenance	A/C coils are dirty.	Clean coils.
P-138C	3	District Maintenance	Glade air freshener on file cabinet. HVAC coils are dirty.	Site to remove air freshener and Maintenance to clean coils.
P-320CX	3	District Maintenance	Glade air freshener found. A/C coils are dirty.	Site to remove air freshener. Maintenance to clean coils.
P-444CX	3	District Maintenance	A/C coils are dirty. Only one of two A/C units is turned on.	Clean coils.
P-530C	1	District Maintenance	Only one of the two wall mounted A/C units was turned on. Coils are dirty.	Maintenance needs to inspect HVAC and repair and clean coils.
P-634C	2	District Maintenance	Only one A/C unit is turned on and plexiglass windows are foggy to look through.	Maintenance needs to inspect HVAC for proper operation.
P-718C	3	District Maintenance	Ventilation is working properly but coils are dirty.	Clean coils.
P-720C	2	District Maintenance	Wall under south A/C unit is stained. A/C coils are dirty.	Repair wall and clean coils.
P-722C	1	District Maintenance	Wall at east A/C unit is water damaged.	Maintenance to inspect for leak and repair as appropriate.