

# Tools for Schools - Indoor Air Quality

## Follow-up Action Plan for District Maintenance



Dillard Elementary

68.6 43%

Principal: Dr. Patricia Dixon

Walkthrough Date: 4/14/2004

Temp RH Co2  
Outside Measurements

Assignment Member: Jeff Moquin

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
124	3	District Maintenance	Teacher reported that there are ants at times.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
129	2	District Maintenance	Dust and debris was observed on the A/C coils.	Clean and sanitize A/C coils.
129	2	District Maintenance	Carpeting is stained and soiled and has a musty odor.	Replace carpeting.
136	1	District Maintenance	Ceiling tiles are stained.	Maintenance to inspect for roof leak and repair as appropriate and replace ceiling tiles.
136	1	District Maintenance	Additional walkthrough of this room was done on 8/11/04 and water, condensation and microbial growth was identified on the hood range over the stove. Tackable wall surface directly underneath the hood range is damaged. Bubbling paint on south wall.	Maintenance to inspect and repair as appropriate.
136	2	District Maintenance	Fresh air damper is 80% closed.	Maintenance needs to inspect HVAC for proper operation.
137	1	District Maintenance	Wall behind stove is warped. Appears to be a leak. Additional walkthrough of this room was done on 8/11/04 and microbial growth was found in cabinet over the stove and condensation is forming.	Maintenance to inspect for leak and repair as appropriate.
137	2	District Maintenance	Carpeting is stained.	Replace carpeting.
137	2	District Maintenance	Fresh air damper is closed.	Maintenance needs to inspect HVAC for proper operation.
138	1	District Maintenance	Walkthrough of this room was done on 8/11/04 and rear wall (directly under window) shows signs of microbial growth.	Maintenance to inspect and repair as appropriate.
139	1	District Maintenance	Signs of water intrusion on exterior wall. Paint is bubbling.	Maintenance to inspect for leak and repair as appropriate.
139	1	District Maintenance	Mechanical room roof has signs of mold.	Maintenance to inspect for leak and repair/remediate as appropriate.
139	2	District Maintenance	Fresh air damper is 90% closed.	Maintenance needs to inspect HVAC for proper operation.
139	2	District Maintenance	Carpeting is stained.	Replace carpeting.
139	2	District Maintenance	Pests found outside exterior wall.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
139C	1	District Maintenance	This is a mechanical room. Walkthrough done on 8/11/04 shows microbial growth on the ceiling drywall throughout.	Maintenance to inspect and repair as appropriate.
142	2	District Maintenance	Fan over stove is constantly running.	Maintenance to inspect and repair as appropriate.

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
142	2	District Maintenance	Carpeting is stained.	Replace carpeting.
200	2	District Maintenance	Carpeting is stained.	Replace carpeting.
200	2	District Maintenance	Temperature was within acceptable range at time of assessment. Fresh air damper is closed. Drain pan clogged.	Maintenance needs to inspect HVAC for proper operation.
201	2	District Maintenance	Roaches in room.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
201	2	District Maintenance	Carpeting is stained.	Replace carpeting.
202	2	District Maintenance	Fresh air vent is closed. Water is pooling in drain pan.	Maintenance needs to inspect HVAC for proper operation.
203	2	District Maintenance	Carpeting is stained.	Replace carpeting.
203	3	District Maintenance	Access panel in need of repair.	Maintenance to inspect and repair as appropriate.
206	2	District Maintenance	Fresh air vent is closed. Water is pooling in drain pan.	Maintenance needs to inspect HVAC for proper operation.
206	2	District Maintenance	Carpeting is stained.	Replace carpeting.
209	2	District Maintenance	Carpeting is stained.	Replace carpeting.
214	2	District Maintenance	Carpeting is stained.	Replace carpeting.
222	2	District Maintenance	Carpeting is stained.	Replace carpeting.
500	1	District Maintenance	Paint on northwest wall bubbling.	Maintenance to inspect and repair as appropriate.
501	1	District Maintenance	Paint on wall bubbling.	Maintenance to inspect and repair as appropriate.
504	1	District Maintenance	Paint on wall bubbling.	Maintenance to inspect and repair as appropriate.
902	1	District Maintenance	Additional walkthrough of this room was done on 8/11/04 and there is water condensating in the light fixture and the hood range directly over the stove. Signs of microbial growth identified on the hood range.	Maintenance to inspect and repair as appropriate.
904	2	District Maintenance	Carpeting is stained.	Replace carpeting.