

# Tools for Schools Phase IX - Indoor Air Quality

## Follow-up Action Plan for Site



Hollywood Central Elementary                      0121                      81.8    91.7    496

Walkthrough Date: 6/5/2012                      Temp    RH    Co2  
**Outside Measurements**

Room	Priority	Concern	Response	Recommendation
101	3	Activities and/or room conditions are modified to address student allergies?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
102	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
102	2	Ceiling tiles or walls free of leaks and/or discoloration (discoloration may indicate periodic leaks)?	General cleanliness Issues were identified at the time of the assessment	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
102	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment Dust build up on ceiling tiles at supply grills.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
106	2	X	General cleanliness Issues were identified at the time of the assessment Dust build up on surfaces.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
106	2	X	Dust and debris on HVAC supply and/or return grills. Dust build up on HVAC supply grills and on ceiling at supply grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
109	2	Room is free of pests?	Pests were identified at the time of the assessment. Insect debris on window sill.	Generate a work order through COMPASS for Pest Control Services.
109	2	Ceiling tiles or walls free of leaks and/or discoloration (discoloration may indicate periodic leaks)?	General cleanliness Issues were identified at the time of the assessment Dust and dirt on ceiling tiles.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
109	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner

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114	2	Ceiling tiles or walls free of leaks and/or discoloration (discoloration may indicate periodic leaks)?	Stained ceiling tiles.  Dust and dirt on ceiling tiles and light fixtures at HVAC supply grills.	Site based custodial staff to remove and replace stained ceiling tiles. If stain returns, contact COMPASS to generate a work order for Physical Plant Operation to evaluate for cause.
114	2	X	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
120	2	X	General cleanliness Issues were identified at the time of the assessment Standing water on sink counter.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
120	2	X	Dust and debris on HVAC supply and/or return grills.  Dust build up on HVAC supply grills and ceiling at supply grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
123	2	Area around and under classroom sinks free of leaks?	General cleanliness Issues were identified at the time of the assessment Standing water on sink counter.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
123	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment due to excessive clutter in the room.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc. Site based administration to encourage occupant to reduce clutter to assist with cleaning efforts.
123	2	X	Stuffed animals, rugs, material furniture and/or other non-School Board items in room. Ripped leather couch needs to be removed from the room.	Remove items from room or clean regularly to remove dust and dirt.
123	2	X	Live plants in room.	Remove live plants from room. Soil is a source of microbial growth.
123	3	Activities and/or room conditions are modified to address student allergies?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
124	2	Room is free of pests?	Pests were identified at the time of the assessment.  Dead roach found under sink.	Generate a work order through COMPASS for Pest Control Services.
133	2	X	Dust and debris on HVAC supply and/or return grills.  Dust build up on HVAC return grills and on ceiling at supply grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
138	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.  In addition, dust build up on ceiling at supply grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner

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138	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Dust build up on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
138	3	Activities and/or room conditions are modified to address student allergies?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
138C	2	X	Dust and debris on HVAC supply and/or return grills. <b>Dust build up on HVAC supply grills, ceiling at supply grills and walls at supply grills.</b>	Clean HVAC supply and/or return grills with District approved germicidal cleaner
141	2	X	General cleanliness Issues were identified at the time of the assessment <b>Dust on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
141	3	Activities and/or room conditions are modified to address student allergies?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
145	1	X	Windows and/or doors were open at the time of the assessment. Open doors and windows allow humid untreated air into occupied spaces. <b>One window was open.</b>	Ensure that windows and doors remain closed at all times.
146	2	X	General cleanliness Issues were identified at the time of the assessment <b>Heavy dust on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
149	2	Floor is cleaned on a regular basis?	General cleanliness Issues were identified at the time of the assessment <b>Dust and debris on floor.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
149	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Minor dust on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
153	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Dust and debris on floor.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
153	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
206	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Dust on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
206	2	Floor is cleaned on a regular basis?	General cleanliness Issues were identified at the time of the assessment <b>Minor staining on carpet.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.

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206	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
336	2	X	General cleanliness Issues were identified at the time of the assessment <b>Dust build up on ceiling at HVAC supply grills.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
413	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Dust on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
413	2	X	Dust and debris on HVAC supply and/or return grills. <b>In addition, dust build up on ceiling at supply grills.</b>	Clean HVAC supply and/or return grills with District approved germicidal cleaner
416	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
416	2	Classrooms general appearance is clean and acceptable?	General cleanliness Issues were identified at the time of the assessment	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
416	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Minor dust on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
416	2	Floor is cleaned on a regular basis?	General cleanliness Issues were identified at the time of the assessment <b>Dust and debris on floor.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
416	3	Activities and/or room conditions are modified to address student allergies?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
416	3	You are informed about the potential allergies of your students?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
430	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment <b>Dust and debris on surfaces.</b>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
430	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills. <b>In addition, dust build up on ceiling at supply grills.</b>	Clean HVAC supply and/or return grills with District approved germicidal cleaner
430	3	You are informed about the potential allergies of your students?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.

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432	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.  <i>In addition, dust build up on ceiling at supply grills.</i>	Clean HVAC supply and/or return grills with District approved germicidal cleaner
432	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment  <i>Dust and debris on floor.</i>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
432	3	Activities and/or room conditions are modified to address student allergies?	This is a general issue requiring approved communication among all stakeholders.	Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
501	2	X	Dust and debris on HVAC supply and/or return grills.  <i>Minor dust on HVAC supply grills and on ceiling at supply grills.</i>	Clean HVAC supply and/or return grills with District approved germicidal cleaner
504	2	Floor is cleaned on a regular basis?	General cleanliness Issues were identified at the time of the assessment  <i>Dust and debris on floor.</i>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
504	2	Ceiling tiles or walls free of leaks and/or discoloration (discoloration may indicate periodic leaks)?	General cleanliness Issues were identified at the time of the assessment  <i>Dust build up on HVAC supply grills and on ceiling at supply grills.</i>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
504	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment due to excessive clutter in the room.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc. Site based administration to encourage occupant to reduce clutter to assist with cleaning efforts.
505	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment  <i>Dust and debris on surfaces.</i>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
505	2	Air supply/return registers are cleaned regularly and free of dust and debris accumulation?	Dust and debris on HVAC supply and/or return grills.  <i>In addition, dust build up on ceiling at supply grills.</i>	Clean HVAC supply and/or return grills with District approved germicidal cleaner
508	2	Classroom is dusted/vacuumed thoroughly and regularly?	General cleanliness Issues were identified at the time of the assessment due to excessive clutter in the room.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc. Site based administration to encourage occupant to reduce clutter to assist with cleaning efforts.
508	2	Floor is cleaned on a regular basis?	General cleanliness Issues were identified at the time of the assessment  <i>Dust and debris on floor.</i>	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
508	2	Room is free of pests?	Pests were identified at the time of the assessment.	Generate a work order through COMPASS for Pest Control Services.

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509	2	Room is free of pests?	Pests were identified at the time of the assessment.  Insect debris under sink.	Generate a work order through COMPASS for Pest Control Services.
513	2	X	General cleanliness Issues were identified at the time of the assessment  Heavy dust in cubbies.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc.
513	2	X	Non-approved chemicals, scented cleaners or air fresheners found at the time of the assessment.  Renuzit air freshener in room.	Remove non-approved chemicals, scented cleaners and air fresheners from room.
520	2	X	Dust and debris on HVAC supply and/or return grills.	Clean HVAC supply and/or return grills with District approved germicidal cleaner
520	2	X	General cleanliness Issues were identified at the time of the assessment due to excessive clutter in the room.	Custodial staff to address general cleanliness issues. Dusting, mopping, trash removal, etc. Site based administration to encourage occupant to reduce clutter to assist with cleaning efforts.