

Tools for Schools - Indoor Air Quality

Follow-up Action Plan for District Maintenance



Indian Trace Elementary

83 70%

Principal: Ms. Wanda Ross

Walkthrough Date: 6/8/2004

Temp RH Co2
Outside Measurements

Assignment Member: Jeff Moquin

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
104	1	District Maintenance	Stained ceiling tile was observed in the corner of the office.	Maintenance needs to identify and correct source of tile staining. If it is determined leak has been previously addressed, replace stained tile.
105	1	District Maintenance	Stained ceiling tile was observed in the corner of the office.	Maintenance needs to identify and correct source of tile staining. If it is determined leak has been previously addressed, replace stained tile.
105	2	District Maintenance	Stains were observed on the carpet flooring.	Custodial staff should thoroughly clean the carpet within this office. If staining cannot be addressed through cleaning, Maintenance needs to replace flooring.
125	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
130	2	District Maintenance	The exhaust vent in the restroom does not appear to be functioning.	District Maintenance should initiate a work order to repair and/or replace the exhaust fan in this restroom.
130	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
136	2	District Maintenance	The board which affixes the technology hub to the wall has a gap.	Maintenance needs to initiate a work order to caulk the gap between the mounting board and the drywall.
136	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
136	2	District Maintenance	During the assessment of this location, several teachers reported large amounts of mold had at one time been removed from the ventilation ductwork. Perception is that this issue was not checked for again during remediation of room.	Maintenance needs to initiate a work order to inspect supply and return ductwork for microbial activity. If there is no problem, it needs to be conveyed to the staff to alleviate this concern.
137	2	District Maintenance	The door sweep on the exterior door is cracked and allowing untreated air to enter the classroom.	Maintenance needs to establish work order to inspect and replace as needed the exterior door sweeps throughout this school.
137	2	District Maintenance	Air was not flowing regularly from one of the air supply registers. Smoke testing confirmed the others were functioning.	Maintenance needs to establish work order to evaluate why air is not flowing from the one air supply register.
137	2	District Maintenance	Ants were observed near the outside door on the date of assessment.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
137	2	District Maintenance	Several broken floor tiles were observed along the baseboard in this room.	Maintenance needs to establish work order to address the broken floor tiles.

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137	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
138	2	District Maintenance	The door sweep on the exterior door is cracked and allowing untreated air to enter the classroom.	Maintenance needs to establish work order to inspect and replace as needed the exterior door sweeps throughout this school.
138	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
146	2	District Maintenance	Occupant reports ants are a problem. Occupant believes they are coming from an adjacent electrical room.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
202	2	District Maintenance	The door sweep on the exterior door is cracked and allowing untreated air to enter the classroom.	Maintenance needs to establish work order to inspect and replace as needed the exterior door sweeps throughout this school.
202	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
206F	1	District Maintenance	Several water stained ceiling tiles were observed in this room.	Maintenance needs to ensure the source of water intrusion is corrected/eliminated, and replace ceiling tiles.
215	2	District Maintenance	Smoke testing suggested only 1 of the 3 supply registers are functioning appropriately.	Maintenance needs to establish work order to evaluate air supply into the classroom and implement appropriate corrective action.
215	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
218	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
218	2	District Maintenance	The water was not working on the date of assessment. In the event the drain trap water evaporates, sewer gas could enter the classroom.	Maintenance needs to establish work order to evaluate and repair the water source. Once repaired, the water should be run on a periodic basis to ensure the drain trap has water in it.
218	2	District Maintenance	Discoloration was observed within the cabinetry under the sink.	Maintenance needs to ensure the source of discoloration is not associated with a leak from the sink. If leak is responsible, problem needs to be corrected and cabinetry remediated in an appropriate fashion.
301	2	District Maintenance	Excessive dust accumulation was observed on the ceiling tiles near all air supply registers. The Media Specialist indicates the problem has gotten worse since the duct cleaning in the Media Center has been completed.	Maintenance needs to establish work order to inspect air supply duct system for cleanliness and implement appropriate corrective action. Additionally, the ceiling tiles near the air supply registers need to be replaced.
301A	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
301E	1	District Maintenance	Wallboard below drain trap in room showed evidence of water damage.	Maintenance needs to establish work order to eliminate cause of water damage and appropriately remediate affected wallboard.

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400 corridor	1	District Maintenance	Outlet covers in this hallway were missing. This is a potential safety hazard.	Maintenance needs to establish work order to replace missing electrical outlet covers throughout location.
420	2	District Maintenance	Ants were observed throughout classroom on the date of assessment.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
420	2	District Maintenance	The humidity was 65.2% at the time of assessment.	Maintenance needs to establish work order to evaluate the HVAC system servicing this area to ascertain reason for elevated humidity and take appropriate action to repair any identified problems.
504	1	District Maintenance	The paint on the wall above counter was cracking/peeling.	Maintenance needs to ensure the source of peeling paint is not associated with water intrusion, and take appropriate action to correct wall.
504	2	District Maintenance	Ants were observed throughout classroom on the date of assessment.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
504	2	District Maintenance	The door sweep on the exterior door is cracked and allowing untreated air to enter the classroom.	Maintenance needs to establish work order to inspect and replace as needed the exterior door sweeps throughout this school.
508	1	District Maintenance	There is evidence of water damage along the bottom of the windows in this classroom (rust/algae).	Maintenance needs to establish work order to inspect windows in classroom and implement appropriate corrective action.
508	2	District Maintenance	Ants were observed in this classroom on the date of assessment.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
508	2	District Maintenance	The door sweep on the exterior door is cracked and allowing untreated air to enter the classroom.	Maintenance needs to establish work order to inspect and replace as needed the exterior door sweeps throughout this school.
508	2	District Maintenance	This classroom has a leaking faucet.	Maintenance needs to establish work order to repair leaking faucet.
510	1	District Maintenance	There is the possibility of an A/C leak within the false ceiling plenum as evidenced by a moldy ceiling tile.	Maintenance needs to establish work order to inspect A/C unit for leak and implement appropriate corrective action. Additionally, the affected ceiling tile should be replaced.
510	2	District Maintenance	The secondary A/C drain is leaking suggesting the primary drain is obstructed. Additionally, the secondary drain is not aligned with sink.	Maintenance needs to establish work order to inspect drain and implement appropriate corrective action.
510	2	District Maintenance	The paint on the exterior wall was peeling and cracking. Teacher occupant reports the damage is old.	Maintenance needs to ensure the source of peeling paint is not associated with water intrusion, and take appropriate action to correct wall.
511	2	District Maintenance	Ants were observed on the date of assessment.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
512	1	District Maintenance	The walls in the supply closet show signs of water intrusion.	Maintenance needs to establish work order to inspect closet for water intrusion and implement appropriate corrective action.

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512	2	District Maintenance	Ceiling tile around ventilation supply register is discolored.	Maintenance needs to ensure the source of discoloration is not associated with water intrusion, and replace ceiling tile.
512	2	District Maintenance	Ants were observed on the date of assessment.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
P-54	1	District Maintenance	Teacher occupant reported there is reason to believe there is water intrusion in the wall cavity of the south wall.	Maintenance needs to establish work order to inspect wall for water intrusion and implement appropriate corrective action.
P-54	2	District Maintenance	There is a hole in floor that has not been addressed by flooring crew.	Maintenance needs to establish work order to address hole in floor..
P-54	2	District Maintenance	There were 0 occupants at the time of assessment. Environmental parameters were generally within acceptable ranges. The CO2 reading was elevated.	Maintenance needs to establish work order to A/C unit in this portable to ensure fresh air damper is not in a closed position. If damper is not problem, corrective action is required to introduce additional fresh air to room.
P-55	2	District Maintenance	There were several missing ceiling tiles within the storage closet.	Maintenance needs to establish work order to cut and install odd sized ceiling tiles in this closet.
P-55	2	District Maintenance	There were 26 occupants at the time of assessment. Environmental parameters were generally within acceptable ranges. The CO2 reading was elevated.	Maintenance needs to establish work order to A/C unit in this portable to ensure fresh air damper is not in a closed position. If damper is not problem, corrective action is required to introduce additional fresh air to room.
P-56	1	District Maintenance	Water damage to the wall under the A/C unit was observed on the date of assessment. It is believed the damage is the result of an A/C leak.	Maintenance needs to establish work order to inspect the A/C unit and implement appropriate corrective action to repair the leak and address the wall damage.
P-56	2	District Maintenance	There were 25 occupants at the time of assessment. Humidity and CO2 levels were elevated on the date of assessment.	Maintenance needs to establish work order to inspect A/C unit in this portable and implement appropriate corrective action to address elevated humidity and CO2.
P-58	2	District Maintenance	There were 41 occupants at the time of assessment. Environmental parameters were generally within acceptable ranges. The CO2 reading was slightly elevated.	Maintenance needs to establish work order to A/C unit in this portable to ensure fresh air damper is not in a closed position. If damper is not problem, corrective action is required to introduce additional fresh air to room.
P-59	2	District Maintenance	There were 29 occupants at the time of assessment. Environmental parameters were generally within acceptable ranges. The CO2 reading was slightly elevated.	Maintenance needs to establish work order to A/C unit in this portable to ensure fresh air damper is not in a closed position. If damper is not problem, corrective action is required to introduce additional fresh air to room.
P-59	2	District Maintenance	Teacher reported there are pest droppings on environmental surfaces at times.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
P-59	2	District Maintenance	Several light reflectors were stained and showed signs of previous water intrusion.	Maintenance needs to establish work order to inspect roof for water intrusion and replace damaged light reflectors.