

# Tools for Schools - Indoor Air Quality

## Follow-up Action Plan for Site



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	2	Site	On the date of assessment, excessive dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within this office.
104	2	Site	Suspect dust and debris was observed on the ventilation supply and return register.	Custodial staff should clean and sanitize ventilation supply and return registers within this office.
105	1	Site	Suspect mold was observed on the ventilation supply registers.	Custodial staff should thoroughly clean and sanitize all ventilation supply and return registers within this office.
105	2	Site	Several ceilings tiles were broken and/or misaligned.	Custodial staff needs to replace all broken ceiling tiles and adjust all misaligned tiles to ensure the integrity of the false ceiling plenum. If tiles need to be cut, location should initiate a workorder to speciality cut tiles.
108	2	Site	Excessive dust accumulation was observed on the date of assessment	Custodial staff should thoroughly clean all environmental surfaces within classroom.
125	2	Site	There was light dust accumulation observed on environmental surfaces in this room.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
130	2	Site	There was light dust accumulation observed on environmental surfaces in this room.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
130	2	Site	The filter in the return air register is dirty.	The location should direct the appropriate staff to replace the filter in the return air register.
130	2	Site	Unauthorized cleaning chemicals were observed being stored under the sink.	The location should remove all unauthorized cleaning chemicals from this room.
130	2	Site	The inside of the cabinets under the sink need to be cleaned and sanitized.	The location should direct the appropriate staff to clean and sanitize inside the cabinets under the sink.
136	2	Site	The humidity in this room was 60% on the date of assessment. Although this is the upper threshold of the District's "goal" for humidity, the 70% outdoor humidity reading evidences the system is dehumidifying.	The location should monitor humidity within this zone with the Andover Energy Management system. In the event the humidity in this area exceeds 60% for an extended period of time, the location should initiate a corrective workorder.
136	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
136	2	Site	The temperature and relative humidity were within acceptable ranges on the date of assessment. Humidity was at the high end of the desired range.	The location should monitor humidity within this zone with the Andover Energy Management system. In the event the humidity in this area exceeds 60% for an extended period of time, the location should initiate a corrective workorder.

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
136	2	Site	Several ceilings tiles were broken and/or missing.	Custodial staff needs to replace all broken ceiling tiles and adjust all misaligned tiles to ensure the integrity of the false ceiling plenum. If tiles need to be cut, location should initiate a workorder to speciality cut tiles.
137	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
138	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
146	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
202	2	Site	Teacher occupant reports there used to be a filter installed in the return air register. No filter was observed on the date of assessment.	Custodial staff should install filter in return air register if one belongs there. If appropriate sized filters are not available, a work order should be initiated to install properly sized filter.
215	2	Site	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.
215	2	Site	The vents on the stove fume hood need to be cleaned and sanitized.	Appropriate staff should clean and sanitize stove fume hood.
215	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
215	2	Site	The vents on the stove fume hood need to be cleaned and sanitized.	Appropriate staff should clean and sanitize stove fume hood.
215	3	Site	Teacher occupant reports there is a problem with roaches in classroom. On the date of assessment, no pests were observed.	Appropriate staff should monitor condition. If pests continue to be a problem location should initiate corrective work order.
218	3	Site	There were an excessive amount of educational materials stored in this classroom which could serve as a microbial reservoir.	Site based administration should encourage teacher to minimize educational materials which could serve as a microbial reservoir, or encourage storing materials not being readily utilized within sealable plastic containers.
301	2	Site	There was excessive dust accumulation on the light fixtures near the air supply registers.	Custodial staff should thoroughly clean all light fixtures within the Media Center to eliminate dust accumulation.
420	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
420	3	Site	Teacher reported there needs to be better information given to teachers with regard to this item.	Location administration should communicate to all employees that all water sources should be flushed weekly to ensure water within drain traps does not evaporate.
508	2	Site	A stained ceiling tile was observed in this classroom.	Location should replace stained ceiling tile and monitor condition. If stain returns, a work order should be initiated to inspect possible roof leak.

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
510	2	Site	An exterior door was open during the assessment. This allows humid, untreated air to enter the building.	Administration should encourage staff to maintain all exterior doors closed at all times.
510	2	Site	The supply registers need to be cleaned and sanitized.	Custodial staff should thoroughly clean and sanitize the supply air registers in this classroom.
511	2	Site	Dust accumulation was observed on environmental surfaces.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
511	2	Site	A ceiling tile is missing in the closet	Custodial staff should replace missing ceiling and ensure false ceiling plenum is intact.
512	2	Site	Excessive webs were observed on top of window fixtures.	Custodial staff should thoroughly clean the tops of all window fixtures within classroom.
512	2	Site	The supply air registers showed signs of dust and debris.	Custodial staff needs to clean and sanitize all supply air registers within this classroom.
512	3	Site	Teacher reported there have not been any recent odors.	Location should monitor condition and report any odors through the IAQ Response Protocol.
P-54	2	Site	The A/C vents are in need of cleaning.	Custodial staff should thoroughly clean and sanitize all A/C vents within classroom.
P-54	2	Site	The flooring system is in need of cleaning.	Custodial staff should thoroughly strip, clean and wax the flooring system in this portable.
P-54	2	Site	A "musty" smell was detected on the date of assessment.	Custodial staff should thoroughly clean all environmental surfaces within classroom.
P-55	2	Site	The A/C vents are in need of cleaning.	Custodial staff should thoroughly clean and sanitize all A/C vents within classroom.
P-56	2	Site	The flooring system is in need of cleaning.	Custodial staff should thoroughly strip, clean and wax the flooring system in this portable.
P-56	2	Site	The A/C vents are in need of cleaning.	Custodial staff should thoroughly clean and sanitize all A/C vents within classroom.
P-59	2	Site	Several stained ceiling tiles were observed in this portable. Teacher reported they have not seen any leaks.	Custodial staff should replace the stained ceiling tiles and monitor condition. If stains reoccur, a work order should be initiated to investigate possible leaks..
P-64	2	Site	White particulate was observed on the teacher's desk. It is believed the particulate is a result of the A/C unit above the desk. On the date of assessment, the unit appeared dirty/dusty.	Custodial staff should replace filtration media in this unit and thoroughly clean and sanitize the vents of the unit. Once complete, the location should monitor situation. If particulate continues a corrective work order should be initiated.