

# Tools for Schools Phase II - Indoor Air Quality

## Follow-up Action Plan for Site Based



Lloyd Estates Elementary

1091

80

Principal: Ms. Lucille Morris

Walkthrough Date: 5/20/2005

Temp RH Co2  
Outside Measurements

Room	Priority	Responsible	Response	Recommendation
101G	3	Site Based		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	Site Based	Dust observed on return register at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
102A	2	Site Based	It appears as though toilet is not utilized regularly. Sewer gas odor detected. By flushing toilet regularly it eliminates the potential for sewer gas odors.	Site based administration should address maintenance of toilets with facility serviceperson staff.
105	2	Site Based	Dust and debris on ceiling tiles around supply air vents.	Facilities serviceperson to replace soiled ceiling tiles.
105	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
108	3	Site Based	Humidity was slightly elevated at the time of assessment - less than 10% greater than outdoors. Humidity slightly exceeded target range, however indoor humidity was more than 10% lower than the outside reading which is evidence that the ventilation system	Facilities serviceperson should monitor this room.
111	1	Site Based	Non-approved chemicals, scented cleaners or air fresheners found at the time of assessment.	Facilities serviceperson to remove all non-approved chemicals, scented cleaners or air fresheners from the room.
111	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
111	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
111	2	Site Based	Dust and dirt accumulation on floor.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
111	2	Site Based	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.

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111	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
112	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
115	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
115	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
115B	2	Site Based		Remove roll of carpet under counter.
116	2	Site Based	There appears to be a problem with spill clean up practices. To address all spills in a timely manner, all moisture effected materials must be dried within a 24-hour timeframe.	Site based administration should address general cleanliness with facility serviceperson staff.
116	2	Site Based		Remove household products.
116	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
116	2	Site Based	General cleanliness of the room at the time of assessment was not acceptable.	Site based administration should address general cleanliness with facility serviceperson staff.
116	2	Site Based	Dust and dirt accumulation on floor.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
116	2	Site Based	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
116	3	Site Based	Humidity was slightly elevated at the time of assessment - 10% greater than outdoors.	Facilities serviceperson should monitor this room.
117	1	Site Based	Non-approved chemicals, scented cleaners or air fresheners found at the time of assessment.	Facilities serviceperson to remove all non-approved chemicals, scented cleaners or air fresheners from the room.
117	2	Site Based	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
117	2	Site Based	Dust and dirt accumulation on floor.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.

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117	2	Site Based	General cleanliness of the room at the time of assessment was not acceptable.	Site based administration should address general cleanliness with facility serviceperson staff.
117	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
118	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
118	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
118	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
118	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
118	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
118	3	Site Based	Humidity was slightly elevated at the time of assessment - less than 10% greater than outdoors. Humidity slightly exceeded target range, however indoor humidity was more than 10% lower than the outside reading which is evidence that the ventilation system	Facilities serviceperson should monitor this room.
120	2	Site Based		Remove household products.
121	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
122	2	Site Based		Remove pillows from lounge chairs.
122	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
122	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.

Room	Priority	Responsible	Response	Recommendation
123	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
123	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
123	2	Site Based	Dust and dirt accumulation on floor.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
123	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
123	3	Site Based	Humidity was slightly elevated at the time of assessment - less than 10% greater than outdoors. Humidity slightly exceeded target range, however indoor humidity was more than 10% lower than the outside reading which is evidence that the ventilation system	Facilities serviceperson should monitor this room.
124	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
124	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
124	2	Site Based		Remove household products.
124	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
125	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
125	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.

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125	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
125	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
126	1	Site Based		Remove household products.
126	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
126	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
126	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
127	2	Site Based	Temperature was acceptable at the time of assessment. Occupant advised that temperature fluctuates.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
127	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
127	2	Site Based	Dust and dirt accumulation on floor.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
127	2	Site Based	Temperature was acceptable at the time of assessment. Occupant advised that temperature fluctuates.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
128	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
128	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
129	2	Site Based		Remove pillows and throws from chairs and wash.

Room	Priority	Responsible	Response	Recommendation
129	2	Site Based	Dust and debris on ceiling tiles.	Facilities serviceperson to replace soiled ceiling tiles.
130	2	Site Based		Remove household products
130	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
130	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
130	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
130	2	Site Based	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
132	2	Site Based		Facilities serviceperson to evaluate cause of odor and inspect exhaust fans/fume hoods for proper operation.
132	2	Site Based	Dust and debris on ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
132	2	Site Based	Dust and dirt accumulation on floor.	Floors need to be stripped and waxed.
187	2	Site Based		Floor needs to be stripped and waxed.
187	2	Site Based	General cleanliness of the room at the time of assessment was not acceptable.	Site based administration should address general cleanliness with facility serviceperson staff.
187	2	Site Based	Dust and dirt accumulation on floor.	Facilities serviceperson to thoroughly clean and sanitize with District approved germicidal cleaner.
187	2	Site Based	There appears to be a problem with spill clean up practices. To address all spills in a timely manner, all moisture effected materials must be dried within a 24-hour timeframe.	Site based administration should address general cleanliness with facility serviceperson staff.
187	2	Site Based	There appears to be an issue regarding daily trash removal practices.	Site based administration should address general cleanliness with facility serviceperson staff.
187	2	Site Based	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
201	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
202B	2	Site Based	Dust observed on ceiling tiles around supply/return registers at the time of assessment.	Facilities serviceperson to replace soiled ceiling tiles.
204	2	Site Based		Remove household cleaning products.
205	2	Site Based	Temperature was low at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
205	2	Site Based	Dust observed on ceiling tiles around supply/return registers at the time of assessment.	Facilities serviceperson to replace soiled ceiling tiles.

Room	Priority	Responsible	Response	Recommendation
205	3	Site Based		Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
206	2	Site Based	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
206	2	Site Based	Lens covers full of dead bugs.	Site based administration should address general cleanliness with facility serviceperson staff.
206	2	Site Based		Remove household products.
206	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
206	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
248	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
248	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
501	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
501	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
501	2	Site Based	Temperature was acceptable at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
504	2	Site Based	Temperature was low at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.

Room	Priority	Responsible	Response	Recommendation
504	2	Site Based	Temperature was low at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
505	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
505	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
505	2	Site Based	Temperature was elevated at the time of assessment.	Site based administration to encourage facility serviceperson staff to adjust the thermostat. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature does not improve.
751	2	Site Based	Animals were identified at the time of assessment. Animal/pet dander is a major allergen source that could impact occupant allergies.	Remove live rabbit from classroom.
754	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
754	2	Site Based	Leak identified.	Tighten gooseneck faucet to sink to stop leak.
754	3	Site Based		Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
757	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
926C	3	Site Based		Site based administration is encouraged to communicate all known student allergies to the appropriate personnel in order to modify classroom activities/conditions when necessary.
Hallway	2	Site Based	Ceiling tiles broken, damaged or missing.	Facilities serviceperson to replace damaged ceiling tiles.
Hallway	2	Site Based	Dust and dirt accumulation on floor. Strip and wax floor.	Site based administration should address general cleanliness with facility serviceperson staff.
R13B	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
R14A	2	Site Based	Ceiling tiles broken, damaged or missing.	Facilities serviceperson to replace damaged ceiling tiles.
R14A	2	Site Based	Dust observed on supply/return registers at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.



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R14B	2	Site Based	Dust and dirt accumulation on floor.	Floors need to be stripped and waxed.
R14B	2	Site Based	Ceiling tiles broken, damaged or missing.	Facilities serviceperson to replace damaged ceiling tiles.
R14B	2	Site Based	There appears to be a problem with spill clean up practices. To address all spills in a timely manner, all moisture effected materials must be dried within a 24-hour timeframe.	Site based administration should address general cleanliness with facility serviceperson staff.