

Tools for Schools - Indoor Air Quality

Follow-up Action Plan for District Maintenance



Meadowbrook Elementary

Principal: Ms. Donna McCann

Walkthrough Date: 5/11/2004

Temp RH Co2
Outside Measurements

Assignment Member: Mark Dorsett

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
113B	2	District Maintenance	Humidity slightly elevated.	Maintenance needs to inspect HVAC for proper operation.
113B	2	District Maintenance	Fresh air damper is closed.	Maintenance to inspect and repair as appropriate.
114	1	District Maintenance	Check for possible leak around supply vents. Fresh air dampers are closed.	Maintenance to inspect for leak and repair as appropriate.
114	2	District Maintenance	Ant and roach problem found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
118	1	District Maintenance	Roof leak on east wall.	Maintenance to inspect for roof leak and repair as appropriate.
118	2	District Maintenance	Wall around door needs to be replaced.	Maintenance to inspect and repair as appropriate.
120	1	District Maintenance	Water in light fixture. Possible roof leak.	Maintenance to inspect for roof leak and repair as appropriate and replace light fixtures.
120	2	District Maintenance	Bugs noticed in corner of room.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
120	2	District Maintenance	The humidity was 53% at the time of assessment. The desired humidity level is below 60%. However, fresh air dampers are closed.	Maintenance to inspect and repair as appropriate.
121	2	District Maintenance	the humidity was 55% at the time of assessment. The desired humidity level is below 60%. However, fresh air dampers are closed.	Maintenance to inspect and repair as appropriate.
122	2	District Maintenance	Ants were found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
127	2	District Maintenance	Ants were found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
127	3	District Maintenance	the humidity was 51% at the time of assessment. The desired humidity level is below 60%. Teacher complained of high humidity.	Maintenance needs to inspect HVAC for proper operation.
128	2	District Maintenance	Ants were found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
156P	1	District Maintenance	Condensation in light fixtures. No leaks found.	Maintenance to inspect for leak and repair as appropriate.
156P	2	District Maintenance	Ants were found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.

Room	Priority	Responsible	Assessment Comments	Recommended Corrective Action
158	1	District Maintenance	Condensation in light fixtures.	Maintenance to inspect roof leak and repair as appropriate.
301	2	District Maintenance	Air supply vent is hanging in room.	Maintenance to inspect and repair as appropriate.
301	2	District Maintenance	Ceiling and fan in restroom needs to be repaired.	Maintenance to inspect and repair as appropriate.
304	1	District Maintenance	Stained ceiling tiles. Wet tiles around return air vent.	Maintenance to inspect for roof leak and repair as appropriate and replace ceiling tiles.
304	2	District Maintenance	Ants were found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
341	2	District Maintenance	Filters need to be replaced/cleaned on East unit.	Maintenance to replace/clean HVAC filters.
341	3	District Maintenance	Carpeting needs to be replaced.	Replace carpeting.
801	1	District Maintenance	Stained ceiling tiles.	Maintenance to inspect for roof leak and repair as appropriate and replace ceiling tiles.
801	2	District Maintenance	Wall around west window needs repair.	Maintenance to inspect and repair as appropriate.
903	1	District Maintenance	Stained ceiling tiles.	Maintenance to inspect for roof leak and repair as appropriate and replace ceiling tiles.
904	1	District Maintenance	Stained ceiling tiles.	Maintenance to inspect for roof leak and repair as appropriate and replace ceiling tiles.
P204	1	District Maintenance	Musty odor. Window leak on east wall.	Maintenance to inspect for roof leak and repair as appropriate.
P204	2	District Maintenance	Ants were found.	Maintenance needs to establish work order to inspect room for pests and implement appropriate corrective action.
P204	3	District Maintenance	White board needs to be replaced.	Replace white board.