

# Tools for Schools Phase II - Indoor Air Quality

## Follow-up Action Plan for Site Based



Village Elementary

1621

66.4 46 436

Principal: Ms. Lee Dollar

Walkthrough Date: 4/25/2005

Temp RH Co2  
Outside Measurements

Room	Priority	Responsible	Response	Recommendation
003P	2	Site Based	Ceiling tiles broken, damaged or missing.	Facilities serviceperson to replace damaged ceiling tiles.
103	2	Site Based	Temperature was acceptable at the time of assessment. Occupant advised that temperature fluctuates.	Facilities serviceperson should monitor this room.
103	2	Site Based	Temperature was acceptable at the time of assessment. Occupant advised that temperature fluctuates.	Facilities serviceperson should monitor this room.
103	2	Site Based	Temperature was acceptable at the time of assessment. Occupant advised that temperature fluctuates.	Facilities serviceperson should monitor this room.
111	1	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.
111	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.
112	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	1	Site Based	Unsealed food items were observed at the time of assessment. Unsealed food items may attract pests.	Site based administration should encourage all staff to maintain food items within sealable plastic storage containers.
116	2	Site Based	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.
116	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.
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	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.

Room	Priority	Responsible	Response	Recommendation
117	1	Site Based	Unsealed food items were observed at the time of assessment. Unsealed food items may attract pests.	Site based administration should encourage all staff to maintain food items within sealable plastic storage containers.
117	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.
130	1	Site Based	Ceiling tiles broken, damaged or missing.	Facilities serviceperson to replace damaged ceiling tiles.
203	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.
203	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.
203	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.
204	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.
204	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.
204	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.
204	3	Site Based	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.

Room	Priority	Responsible	Response	Recommendation
205	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.
205	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.
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	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	Slight dust accumulation was observed on environmental surfaces at the time of assessment.	Site based administration should address general cleanliness with facility serviceperson staff.
214	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.
214	3	Site Based	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.
301	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.
301	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.
302	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.
302	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
304	2	Site Based	Temperature was low at the time of assessment.	Facilities serviceperson should monitor this room.
305	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.
305	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.
305	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
305	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.

Room	Priority	Responsible	Response	Recommendation
305	3	Site Based	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.
306	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.
306	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
306	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.
306	2	Site Based	Dust and debris on ceiling tiles.	Site based administration should address general cleanliness with facility serviceperson staff.
306	2	Site Based	Temperature was low at the time of assessment.	Facilities serviceperson should monitor this room.
306	3	Site Based	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.
307	2	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.
307	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.
307	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
309	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.
309	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.
309	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.
309	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
309	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.
309	2	Site Based	Unsealed food items were observed at the time of assessment. Unsealed food items may attract pests.	Site based administration should encourage all staff to maintain food items within sealable plastic storage containers.
309	2	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.
309	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.
311	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
311	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.
311	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
311	2	Site Based	Unsealed food items were observed at the time of assessment. Unsealed food items may attract pests.	Site based administration should encourage all staff to maintain food items within sealable plastic storage containers.
401	1	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
401	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.
401	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
401	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.
401	3	Site Based	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.
402	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
402	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.
402	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
404	2	Site Based	Ceiling tiles broken, damaged or missing.	Facilities serviceperson to replace damaged ceiling tiles.
501	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
502	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.

Room	Priority	Responsible	Response	Recommendation
502	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
601	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.
601	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.
601	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.
601	3	Site Based	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.
602	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.
602	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.
602A	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
602B	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.
602B	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
603	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.
604	2	Site Based	Temperature was low at the time of assessment.	Facilities serviceperson should monitor this room.
604	2	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.

<b>Room</b>	<b>Priority</b>	<b>Responsible</b>	<b>Response</b>	<b>Recommendation</b>
604	2	Site Based	Temperature was low at the time of assessment.	Facilities serviceperson should monitor this room.
606	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
608	2	Site Based	Unsealed food items were observed at the time of assessment. Unsealed food items may attract pests.	Site based administration should encourage all staff to maintain food items within sealable plastic storage containers.
608	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
609	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.
609	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.
609	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
613A	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.
613A	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
614	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
614	2	Site Based	Dust and debris on ceiling tiles.	Facilities serviceperson to replace soiled ceiling tiles.
615	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.
615	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
615	2	Site Based	Stained ceiling tiles.	Site based administration should address general cleanliness with facility serviceperson staff.
615	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.
616	2	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.
67C	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.
67C	2	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.
67C	3	Site Based	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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67C	3	Site Based	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.
809C	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
901	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.
902	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.
902	2	Site Based	Windows and doors are operable and are not kept closed.	Site based administration to encourage staff to keep doors and windows closed. Open doors and windows allow humid untreated air into occupied environment.
905	2	Site Based	Dust and dirt accumulation on floor.	Site based administration should address general cleanliness with facility serviceperson staff.
905	2	Site Based	Stained ceiling tiles.	Facilities serviceperson to replace stained ceiling tiles.
910	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.
911	2	Site Based	Temperature was elevated at the time of assessment.	Facilities serviceperson should monitor this room.
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911	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.
911	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.
915	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.
915	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.
916	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.



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916	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.
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