

Indoor Environmental Quality (IEQ) Team Building Maintenance Plan Visit - Preliminary Work Plan**Notes:**

1. This school is classified as asbestos-free.
2. Roof work is to be completed during daylight hours – roof skylights appear to lack required fall protection devices.

Items to be completed by IEQ Team

- ~~Assign Unit ID numbers to all supply ventilation units.~~ **Completed**
- Collect circuit breaker information for all ventilation equipment.
- Measure and record volumetric supply airflow for:
 - Four rooms in 200 wing (univents),
 - Four rooms in 100 wing (univents),
 - Room 2, room 6, three rooms in the 10-18 pod (univents),
 - Four fan coil units in the main office suite.

Take measurements before, then after IEQ Team activities have been completed in each room.

- Clean, adjust, and replace defective components on all supply ventilation units. Verify correct room temperature control and fix if needed. Cleaning should be thorough in each unit up to the inside of the intake grill. Cleaning should include both sides of coils. Blow out condensate drain lines. Replace air filters as needed. Interior insulation should be replaced with Rubatex as needed. Secure loose thermostat covers.
- Measure and record volumetric airflow for all restroom exhaust grilles.
- Evaluate all exhaust fans. Clean, adjust, and replace defective components. Create fan map.
- ~~Measure exhaust air flow of kiln slot hood exhaust ventilation unit in the art room.~~ **Completed – modification by IEQ Team required to improve draw**
- Verify that all exhaust fans and supply ventilation units are labeled; label if needed.
- Clean all diffusers and grilles. HEPA vacuum the ceiling adjacent to those devices if visibly dirty.
- Post “No Idling” signs at the loading dock.
- Complete an initial PM routine on the air station. Collect data from the air station for the Building Maintenance Plan.
- Use a lift to clean joists, ducts, diffusers, grilles, and other high surfaces in the gym.
- Provide building-specific ventilation equipment maintenance training for the building service manager.

Items to be completed by Building Services

- Submit a work order to Bethesda Maintenance Depot for insulation of two gate valves, which have dripped condensate, in the ceiling of the northwest corner of the main office data entry room. Replace the stained ceiling tiles under the valves after they are insulated.
- Some roof drains were obstructed; check and clear all drains.
- Submit a work order for repair of rotted and fungi-contaminated sections of the portable canopy. Affected sections include above the sidewalk by MO-043 (112) and by the main door of ML-478 (114).
- Submit a work order for trimming of branches overhanging the roof (to reduce debris and water accumulation on the roof).
- Submit a work order for repair of the wooden sink cabinet in room 111 (a hole appears to have been cut under the sink to access a pipe).
- Replace a ceiling tile with fungal growth in the closet of room 6. Systematically inspect the entire building for stained or damaged ceiling tiles in need of replacement. Report leaks or damage requiring repairs to Division of Maintenance and replace ceiling tiles as needed.
- Remove moss from the roof (largest accumulations were above the 200 wing) to reduce water accumulation.
- Maintain at least three feet of clearance in front of all electrical panels, unless impossible as a result of building construction. Keep combustible materials (papers, cardboard) and chemical products clear of electrical panels and transformers.
- Verify that all building service chemical products are approved for use in MCPS facilities. Remove non-approved products from school grounds. The MCPS Approved Products List is available at: <http://www.montgomeryschoolsmd.org/departments/iaq/products.htm>.
- Periodically verify that all thermostat covers are secured.

Items to be completed by All Building Staff

- Verify that all chemical products (cleaning products, art products, science products, air fresheners) are approved for use in MCPS facilities. Remove non-approved products. The MCPS Approved Products List is available at: <http://www.montgomeryschoolsmd.org/departments/iaq/products.htm>.
- Keep ceiling and wall-mounted exhaust grilles in coat closets unobstructed. Keep obstructions and heat sources away from thermostats.
- Promptly reporting problems with ventilation units (poor temperature control, leaks, excessive or unusual noises, poor fan operation) to the building service manager. Ventilation units are designed to operate when rooms are occupied to ensure adequate ventilation (outdoor fresh air supply).
- Promptly report water leaks, water damage, and possible fungi (mold) to the building service manager.