

Candlewood ES Initial Building Maintenance Plan (BMP) Visit Updated Work Plan

Notes:

1. This school contains asbestos-containing materials; latest survey information is attached.
2. The roof hatch is located in the ESOL room.

Items to be completed by the Indoor Environmental Quality (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 each pod,
 - Three rooms in room 9-14 wing,
 - Main office suite and staff lounge (RTU),
 - IMC, adjacent counselor office, ESOL, 19, 20 (AHU),
 - One kindergarten room.

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

- Measure and record volumetric airflow for all restroom exhaust grilles.
- Disassemble and clean all ventilation units:
 - Wash heat-exchange coils and condensate drain pans,
 - Clean blower assemblies,
 - HEPA vacuum/wash interior surfaces,
 - Replace damaged fiberglass insulation with Armaflex sheet insulation (use low-VOC adhesive),
 - Replace air filters if needed,
 - Clean all diffusers and grilles, HEPA vacuum adjacent ceiling if visibly dirty.
- Evaluate mechanical operation and condition of all ventilation units:
 - Measure, record room air temperatures before and after service,
 - Record final thermostat settings,
 - Verify operation, repair as needed,
 - Replace components as needed,
 - Secure loose thermostat covers,
 - Clean blower assemblies,

- Evaluate all exhaust fans. Clean, adjust, and replace defective components. Create fan map.
- Verify that all exhaust fans and supply ventilation units are labeled; label if needed.
- Repair and extend unit ventilator condensate drains to ensure drainage away from building.
- Post “No Idling” signs outside kitchen.
- 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 Environmental Safety Coordinator

- Submit work order to Division of Maintenance for installation of powered exhaust for the main office work room to reduce heat and ozone accumulation from the large-volume copier. In accordance with the copier manufacturer’s recommendations, the exhaust fan should generate at least 100 cfm and should discharge outside the building (not near windows, outdoor air intakes, or other openings).
- Coordinate installation of ventilation unit for Instrumental Music room (heat pump or unit ventilator).
- Coordinate carpet removal (with replacement with vinyl tile) for several rooms: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 21, 22, 23, and 24.

Items to be completed by Building Services

- Regularly 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.
- 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 obstructions and heat sources (computers, televisions, coffee makers, lamps, etc.) 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 continuously 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.