

Matsunaga ES (#523), Longview School (#951) Initial Building Maintenance Plan (BMP) Visit

Preliminary Work Plan

Notes:

1. This facility is classified as asbestos-free.
2. The roof hatch locations are indicated on attached facility maps.
3. Several ceiling heat pumps are equipped with multiple ceiling return grilles (with filters) in multiple rooms.

Items to be completed by the Indoor Environmental Quality (IEQ) Team

- ~~Assign Unit ID numbers to all supply ventilation units.~~ **Completed**
- Collect circuit breaker and/or power disconnect switch location information for all ventilation equipment (all ceiling heat pumps, ERUs, and HVUs appear to be equipped with unit-mounted disconnect switches).
- Measure and record volumetric supply and return airflow for:
 - Main office suite rooms: 100 (Matsunaga side), 100 (Longview side), 100B, 100H, 100K;
 - Two classrooms in the kindergarten wing;
 - Three classrooms in the 103-113 wing;
 - Rooms 127, 125, 123, 121, 119, and 117 (filter testing is in progress);
 - Rooms 124, 104, and 102B (staff workroom); and
 - Four classrooms in the 137-153 wing.Take measurements before, then after IEQ Team activities have been completed in each room.
- Measure and record volumetric airflow for all restroom ceiling exhaust grilles.
- Disassemble and clean all ventilation units:
 - HEPA vacuum interior surfaces.
 - Replace damaged fiberglass insulation with Armaflex sheet insulation (use low-VOC adhesive).
 - Replace air filters, if needed (**DO NOT REPLACE FILTERS IN THE 117-127 WING**).
 - Clean all diffusers and grilles.
- Evaluate mechanical operation and condition of all ventilation units:
 - Verify operation, repair as needed.
 - Replace components as needed.
 - Report necessary major repairs or replacement.
- 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.
- Use the aerial lift to clean dust/dirt from ducts, joists, grilles, and other high surfaces in the gyms.
- Install “Engine Idling Prohibited” signs at the loading dock.
- Evaluate insulation of supply ducts and grilles in the wall of the long Matsunaga hall (building staff report condensation and water damage): replace or insulate components as needed.
- Insulate heat pumps (with special attention to the duct-heat pump joint) that appear to show condensation, leading to damaged ceiling tiles, in the rooms listed under the first item for the Building Services section of this work plan.

Items to be completed by Building Services

- Continue regularly inspecting the entire building for stained, damaged, and mold-contaminated ceiling tiles in need of replacement. Report leaks or damage requiring repairs to Division of Maintenance and replace ceiling tiles as needed. Stained ceiling tiles were observed at the following locations:
 1. Room 114 (1 tile with water stains, probable mold – tile requires special cut for sprinkler head); possible sprinkler line leak or condensation
 2. Room 011 (2 water-stained ceiling tiles under the heat pump); possible condensation on duct
 3. Hall by 100D (1 tile with water-stains, probable mold): possible condensation on heat pump
 4. Matsunaga gym office (2 water-stained ceiling tiles, 1 with mold; the tiles require special cuts for a speaker and sprinkler head); possible condensation on ceiling heat pump
- Submit a work order for installation of an exhaust grille for ML-680 (the ceiling exhaust grille is missing).
- Submit a work order for repair of vinyl floor tile and the wood subfloor by the back door of ML-680 (tiles are cracked and the floor is soft, indicating water damage).
- 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>.

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 wall-mounted thermostats.
- Keep wall-mounted return air grilles in portables free of obstructions (papers, posters, books, furniture, etc.).
- Keep all electrical panels unobstructed.
- Promptly report 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 mold to the building service manager.