

Montgomery Knolls ES (#776) Initial Building Maintenance Plan (BMP) Visit Preliminary Work Plan

Notes:

1. This school is classified as asbestos-free.
2. The roof hatch is located in the building service closet by room 31.

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:
 - Five rooms in PEP 6 – ESOL 17 hall,
 - Four rooms in K31 – 24 hall,
 - Two rooms in the 1 – 5 hall,
 - Computer Lab (Tech Center) – all supply and returns,
 - RTU-1 (all supply and returns) - main office suite,
 - RTU-3 (all readily-accessible supply and returns) - IMC, IMC office, PEP suite.Take measurements before, then after IEQ Team activities have been completed in each room.
- Measure and record volumetric airflow for all restroom exhaust grilles and main office copier room exhaust.
- 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:
 - Record final thermostat settings on service records.
 - Verify operation, repair as needed.
 - Replace components as needed.
 - Secure loose thermostat covers.
 - 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.
- The local exhaust ventilation system for the art room kiln showed poor draw (less than 5 fpm at kilns); evaluate the exhaust fan.
- Complete an initial PM routine on the air station; collect data from the air station for the Building Maintenance Plan (Note: W.O. 06-0037893 reports RMD “repaired numerous air leaks on the compressor and control cabinet, replaced some tubing” - Feb. 2006).
- Occupant reports and work orders indicate rodent entry through unit ventilator outdoor air intakes for rooms 2, 3, and 5; securely install galvanized steel hardware cloth over unit ventilator outdoor air intakes for rooms 1-5.
- Extend the condensate drain for RTU-1 away from the unit curb.

Item to be completed by Environmental Safety Coordinator

- Coordinate carpet removal (with replacement with vinyl tile) for room 3.

Items to be completed by Building Services

- Regularly inspect 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. Several tiles appear to have been damaged from water valve leaks or condensation in the ceiling space. Stained and/or mold-contaminated ceiling tiles were observed in rooms 29, 25, 21 Music (tile needs special cut around sprinkler head), 19, 17, 15, 12, 11, 7, the Speech office, the Asst. Principal’s office, the staff lounge, and the BSM office.
- RTU-2, the rooftop air handler serving the computer lab, was shut off. If the unit is not operating properly, submit a work order to Division of Maintenance for repair.
- Remove the pile of leaves and plant debris, which can generate decomposition-related bioaerosols, under the outdoor air intake for RTU-2.
- 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>.

- Verify that all thermostat covers are secured; secure covers as needed.

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.
- Keep at least three feet of clearance in front of wall-mounted unit ventilators to allow unobstructed air flow and access for building services personnel performing regular maintenance.
- 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).
- Allow classroom/office unit ventilators to operate continuously, as designed, to ensure adequate room ventilation after repairs are completed.
- Promptly report water leaks, water damage, and possible fungi (mold) to the building service manager.