

Indoor Environmental Quality (IEQ) Team Preventive Maintenance (PM) Preliminary Work Plan**Notes:**

1. This school is classified as asbestos-free.

Items to be completed by IEQ Team

- Assign Unit ID numbers to all supply ventilation units. (PMTLs)
- Collect circuit breaker information for all ventilation equipment. (Techs, Mechanics, Electrician)
- Measure volumetric flow at univents and supply grilles in twenty rooms chosen at random. Take measurements before, then after IEQ Team activities have been completed in each room. Compare readings to those on the equipment schedule. (Techs)
- Clean, adjust, and replace defective components on fan coils, unit ventilators, heat pumps, and air handler units. Verify correct room temperature control and fix if needed. Verify correct water valve control and correct if leaking (internally or externally). 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. Filter replacement if needed. Unit ventilator interior insulation should be replaced with Rubatex as needed. Please verify that thermostat boxes are secured. Referred to the attached table to determine the extent of recent work performed on ventilation equipment. (Techs, Mechanics)
- Measure average volumetric flow rates at exhaust grilles for **ALL** exhaust fans. At least four CFM readings should be taken at each grille. For exhaust fans with multiple grilles, measure flow rates for at least half of the grilles. Compare readings to those found on the fan schedule on mechanical prints. (Electrician)
- Verify performance of exhaust fans; advise or repair. (Electrician)
- Measure volumetric flow of kiln exhaust in the art room and room 117. (ESS, PMTLs)
- Verify that all exhaust fans and air handler units are labeled; label if needed. (Team)
- Clean all diffusers and grilles. HEPA vacuum the ceiling adjacent to those devices if visibly dirty.
- Post “No Idling” signs at the loading dock.. (Techs)
- Complete an initial PM routine on the air station. Collect data from the air station for BMP. (Techs and/or Mechanics)

- Please record the dates of cross-training for the BSM/PEO (as described below) in the building maintenance plan. (PMTLs)

Items to be completed by Building Services

- ***Arrange to have the building service manager spend approximately 2-4 hours with the IAQ Team during their visit to Quince Orchard HS so he can be informed of preventive maintenance practices to be used on equipment at this school.***
- Please verify that moldy ceiling tiles have been replaced in the following areas: 302b, 304, 320, 323D, 326, 340, 355, 237, 239, 224. Verify that all missing or damaged ceiling tile throughout the building have also been replaced using MCPS ceiling tile replacement guidelines. Systematically inspect the entire building for other tiles in need of replacement and replace as needed.
- Inspect floor drains found in science rooms and verify they drain freely. Periodically check that floor drain traps have water in them.
- Systematically inspect the building and verify that all ceiling tiles are positioned correctly in the ceiling tile grid.
- Verify that all containers containing maintenance products (e.g. soap, polish, buffing solution, etc.) are kept closed. Do not leave dirty water in mop buckets.
- Label all secondary product containers such as spritzer bottles. The name of the product and any hazards associated with the product must be on the label in permanent ink.
- Maintain at least three feet of clearance in front of electrical panels. Keep combustibles from the tops of electrical disconnects and transformers.
- Verify that all building service chemical products are district approved. Remove non-approved products from school grounds.
- Approximately 96% of inspected occupied areas inside the building were found to have moderate to high levels of settled dust. Continue to implement the cleaning schedules as presented in the Plant Operations Procedures Manual. Special emphasis should be placed on cleaning of flat horizontal surfaces and items like computers and TV screens.
- Periodically verify that all thermostat covers are secured.

Items to be completed by Staff

- Verify that all chemical products are district approved. Remove non-approved products from school grounds (Formula 409 in rooms 323E, 340, IMC). Pesticides are strictly forbidden on school grounds.
- Keep all thermostats and safety switches (e.g. fire alarm switches) clear and accessible. Keep aisle space open in closets. Keep posters and other objects off of circuit breaker panel covers.
- Keep objects away from the tops and sides of ventilator units. Do not place organic displays on the tops or side ventilator units. Keep closets, computers, and other obstructions or heat sources away from thermostats.
- Do not stack objects higher than a plane 18 inches below sprinkler heads.
- Be vigilant about reporting problems with unit ventilators and air handlers to the building service manager. Air handlers need to operate during times of occupancy; unit ventilators need to operate during the heating season and shaker units during the cooling season.
- Small refrigerators are found in many of the rooms in this building. It is important that these refrigerators be periodically cleaned, especially drain pans if equipped.

Items to be completed by Division of MaintenanceItems to be completed by Environmental Safety Coordinator