

South Lake ES (#564) Initial Building Maintenance Plan (BMP) Visit
Preliminary Work Plan

Notes:

1. This school is classified as asbestos-free.
2. Roof hatches are located in 38H (old section) and 38D (new section).

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 (**all** supply units, incl. ceiling diffusers) for:
 - Main office suite,
 - Three rooms in Grade 2 pod,
 - Room 1 and two other rooms in Grade 1 pod,
 - Three rooms in Grade 4 pod,
 - Three rooms in Grade 5 pod,
 - IMC,
 - K1 and K3,
 - Room 33 – Art,
 - Two rooms in 31-37 hall,
 - Two rooms in 40-43 hall (lower level).

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

- Measure and record volumetric airflow for all restroom exhaust grilles.
- Install grille obstruction signs for all wall units and wall-mounted return grilles (new section).
- 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.
- Evaluate feasibility of increasing draw for the local exhaust ventilation system for the art room kiln.
- Complete an initial PM routine on the air station; collect data from the air station for the Building Maintenance Plan.

Item to be completed by the Environmental Safety Coordinator

- Submit work order to Division of Maintenance for installation of powered exhaust for the IMC work room to reduce heat and ozone accumulation from the large-volume copier.

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 and/or mold-contaminated ceiling tiles were observed in rooms 14B (see next item), the main office work room, 38H, and the hall by the BSM office.
- Submit a work order for insulation of a section of un-insulated copper water pipe in the ceiling space of 14B, Instrumental Music. Condensation on the pipe has resulted in water-stained and mold-contaminated ceiling tile (one tile will require a special cut around a sprinkler head).
- Submit work orders for pneumatic leaks for thermostats in 6, 17, and the IMC.
- 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 wall-mounted return grilles for heat pumps in the new section free of obstructions (posters, papers, furniture, etc.) to allow proper operation.
- Keep objects off the top supply grilles of wall-mounted unit ventilators, and maintain at least three feet clearance in front of the units, to allow unobstructed air flow and access for building services personnel performing preventive 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).
- After repairs are completed, allow classroom/office unit ventilators to operate continuously to ensure adequate room ventilation.
- Promptly report water leaks, water damage, and possible fungi (mold) to the building service manager.