

Waters Landing ES (#109) Initial Building Maintenance Plan (BMP) Visit Preliminary Work Plan

Notes:

1. This school is classified as asbestos-free.
2. Roof work is to be completed during daylight hours – roof skylights appear to lack required fall protection devices.
3. The roof hatch is located in the first floor boiler 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 (**all** supply units, **incl. ceiling diffusers**) for:
 - Main office suite (RTU and heat pumps),
 - Two classrooms in the kindergarten wing,
 - Two classrooms in the 1-Music hall,
 - Two classrooms in the 2-5 hall,
 - Two classrooms in the 6-10 hall,
 - Four classrooms in the 11-17 hall (two from each side),
 - Two classrooms in the 18-21 hall,
 - Two classrooms in the 22-26 hall,
 - Rooms 2A, 2B.

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

- Measure and record volumetric airflow for all restroom exhaust grilles (exhaust and ceiling supply, as applicable).
- 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.
- Use the aerial lift to clean dust/dirt from ducts, joists, and other high surfaces in the gym.
- Install an auto-draining dehumidifier in the music room (after the carpet is replaced).

Items to be completed by Environmental Safety Coordinator Yarup

- Coordinate installation of powered exhaust for the main office copy room to reduce heat and ozone accumulation from the large-volume copier.
- Coordinate carpet replacement for the music room.
- Coordinate removal of water-damaged, mold-contaminated pipe insulation in rooms 2, 3, 4, and 5.

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 in rooms K1 (2), main office large conference room (1), band room (1), first floor staff lounge (4, 2 require cuts), room 9, guidance, communications center (4, see below), room 22 (1), room 24 (3), room 25 (1), room 26 (2, 1 requires cuts for a P.A. speaker), storage room 249 (8, see next item), storage room 225 (2), and the hall by room 15 (2).
- Water-damaged ceiling tiles in storage room 249, above book storage shelves, indicate an active leak (possibly a roof leak); report to Division of Maintenance, as needed.

- Submit a work order for re-insulation of a section (approximately 2 feet) of water pipe in the ceiling adjacent to the hallway door in the Communications Center. Water stains on the insulation and ceiling tiles below the pipe indicate excessive condensation.
- A fan belt for a rooftop HVAC unit (RTU-1, which serves second floor rooms) was worn and detached; replace the belt.
- 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 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.