

**School/Facility:** Elkridge Landing Middle School  
**Location:** 7<sup>th</sup> Grade Hall, Room 109, Room 202, and Outside Room 217  
**Date of IEQ Report Form:** February 1, 16, 21, and 23, 2018 (Multiple Forms)  
**Date(s) Investigated:** March 1, 2018  
**Date of Report:** March 8, 2018

**IEQ Concern:**

Several IEQ Concern Forms were submitted in association with stained ceiling tiles. Additionally, a Concern Form was submitted regarding thermal comfort. It should be noted that IEQ Concern Forms are not to be submitted for stained ceiling tiles and thermal comfort issues. However, the Office of the Environment did assess the concerns due to a recent flood that had occurred (January 8, 2018).

**IEQ Investigation Process:**

Identify deficiencies that may impact IEQ and/or sources of odor concerns. Typically includes the following depending on the nature of concern, but not limited to:

- interview/questionnaire of concerned individual(s)
- inspection above drop ceiling (condition of roof deck, pipe insulation, return air plenum)
- inspection of ventilation system (operation of variable air volume box and outdoor air dampers, check controls, measurements of carbon dioxide, temperature and relative humidity, sources near outdoor air intake, measure return and supply air volume, cleanliness of coils, liner and condensate pan)
- inspection of exterior
- inspection below drop ceiling (housekeeping, sink and floor drain traps, signs of past and present moisture concern via visual and/or moisture meter, mold growth, ensure connection of current and capping of abandoned sanitary vents, odorizers, excessive plants and fabric items, identify potential pathways, and measure volatile organic compounds, carbon monoxide, and lighting)

**Findings:**

- 7<sup>th</sup> Grade Hall – Stained ceiling tiles were observed. No active leaking was observed.
- Room 109 – A stained ceiling tile was observed in Room 109. No active leak was observed.
- Room 202 – The Office of the Environment spoke with the occupant of Room 109. It was reported that Building Services had recently replaced the thermostat in the room which has alleviated the thermal complaints.

- Outside of Room 217 – No stained ceiling tiles were observed. The Office of the Environment spoke with the individual with the concern. It was reported that Building Services had recently replaced the tiles and repaired the rusted ceiling tile grid.

**Corrective Actions:**

- 7<sup>th</sup> Grade Hall – Custodial Services is to replace the stained ceiling tiles in the 7<sup>th</sup> Grade Hall.
- Room 109 - A work order (#62863) has been created to replace the stained ceiling tile in the room. The stained tile will need to be cut for a sprinkler head.
- In the future, IEQ Concern forms are not to be submitted for stained ceiling tiles and thermal comfort concerns. These items should be addressed by Custodial Services and Building Services respectively.