School/Facility: Bellows Spring Elementary

Location: Front Office and Hallway

Date of IEQ Report Form: April 10, 2017

Date(s) Investigated: April 24 and May 16, 2017

Date of Report: August 22, 2017

IEQ Concern:

Individual(s) periodically detect a musty odor.

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 concern 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:

- The Office of the Environment was not able to detect the odor or identify a source.
- The odor occurs during warm days during the times of seasonal transitions.

Corrective Actions:

- Building Services was requested to manipulate the ventilation system serving the front office in attempts to create the odor and have staff confirm. An odor was not able to be generated.
- Building Services believes a potential cause was a clogged air filter, causing moisture (water vapor) to be pulled off of the cooling coil and into the air stream.
- Staff is to immediately notify the Office of the Environment when the odor is encounter. If available, the Office of the Environment will promptly respond in attempt to detect the odor and identify the source.