

**School/Facility:** Ellicott Mills Middle  
**Location:** ED Regional Office (Area 55)  
**Date of IEQ Report Form:** July 11, 2017 (work order 36630 submitted)  
**Date(s) Investigated:** August 18, 2017  
**Date of Report:** September 19, 2017

**IEQ Concern:**

Individual reporting an unusual smell first thing in the morning(s).

**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:**

- An outstanding odor was not detected in the room. However, a slight hint of a scent associated with carpeting may have been sensed.

**Corrective Actions:**

- No deficiencies were identified.