

**School/Facility:** Glenelg High  
**Location:** Room 163  
**Date of IEQ Report Form:** November 4, 2016 Work Order 11103  
**Date(s) Investigated:** November 29, 2016  
**Date of Report:** February 27, 2017

**IEQ Concern:**

An individual reported a musty moldy smell thought to be related to a water stained ceiling tile.

**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 individual had not smelled the odor since the ceiling tile was replaced approximately three weeks ago.
- A new water stained ceiling tile was observed below a fan coil unit's (FCU) neoprene wrap insulation. The leak was active and dripping primarily into the exterior portion of the FCU's condensate pan.

**Corrective Actions (per current work orders):**

- Building Services removed the neoprene insulation to locate leak. The union for the chilled water was tightened and two ceiling tiles were replaced.