

**School/Facility:** Lisbon Elementary

**Location:** Gymnasium

**Date of IEQ Report Form:** October 10, 2016

**Date(s) Investigated:** Not Applicable

**Date of Report:** February 7, 2017

**IEQ Concern:**

When last elevated surfaces (exterior HVAC duct work) were cleaned in gymnasium, the banners and walls had dust.

**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 observation did not require an IEQ concern form or investigation. The observation was considered a work order for Building Services.

**Corrective Actions:**

- Work order 9730 was generated for Building Services to address finding.