

**School/Facility:** Howard High  
**Location:** Room N107  
**Date of IEQ Report Form:** February 2, 2017  
**Date(s) Investigated:** February 8, 2017  
**Date of Report:** April 24, 2017

**IEQ Concern:**

Staff reported experiencing general health symptoms.

**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:**

- Daylight could be observed at the bottom of the exterior door.
- The carpet showed signs of powdery foot prints near the hallway classroom door and at certain student desks. The prints were not mold growth, but a hard crust that formed a dust when rubbed. Custodial staff indicated the Whittaker (dry crystal) system was used to clean the carpet during the summer and also December (to assist with concern).
- Two minor, brown water stained ceiling tiles were observed below ventilation equipment. Push pins were not observed within the ceiling tiles.
- Housekeeping of the bookcases in the adjoining observation room needs to be improved.

**Corrective Actions:**

- Building Services investigated ceiling tile stains and found that a beam above the ceiling impacted the leak(s). The flashing around the beam is leaking and window head flashing needed repair. Building Services prepared bid package, awarded contract, and the work completed February 18-20, 2017.
- Building Services installed new drip cap over door, caulked windows in transom areas above the door, caulked window and window frame within the door, caulked small areas at bottom of door threshold, and installed new sweep on door (a translucent gray brush type sweep which will allow diffused light to be seen).
- Custodial Services carpet crew wet extracted and deodorized the carpet on February 10<sup>th</sup>.
- School administration is to inform the custodial staff to improve housekeeping of surfaces in the observation room within room N107.