

RESPONSES TO ELEMENTARY AIR QUALITY TESTING REPORT 2018

Short Term Goals

1. Clean insulation of the HVAC supply and return lines in each of the classrooms after hours and on holidays (when staff and children are not present).
2. Replace stained ceiling tiles and ensure all tiles are in place.
3. Clean all non-porous classroom items that may be infected. Items not able to be cleaned shall be discarded.
4. In the end of year memo, instruct staff not to store items in cardboard boxes and leave them on the floor (especially over the summer months).
5. Repair or replace exhaust fans identified by HVAC contractor as not working properly. HVAC control software has been modified to run the univents continuously.
6. Instruct staff to keep classroom doors closed during school hours. Classroom doors are generally kept closed overnight.
7. Purchase better quality filters (MERV 8) when our current supply of filters (MERV 7) has been depleted. Change filters more frequently (2 or 3 times per year).
8. Replace current vacuum cleaners with a newer style that uses HEPA filters. Cleaning staff will dust more frequently during the winter months and avoid using feather dusters.
9. Monitor classrooms throughout the summer months during periods of high humidity and adjust HVAC system to help prevent condensation from developing on univents, classroom furniture, and materials.
10. Dehumidifiers should not be needed as the exhaust fans are being repaired/replaced.
11. Custodial staff currently cleans ceiling return and exhaust vents weekly.
12. Carpets in most of the classrooms have been replaced with VCT tile. Custodial staff vacuums all rugs regularly and shampoos them, at least, once a year. Any staff that purchased an area rug is required to take rug home at the end of the school year.
13. Memo has been sent to staff alerting them that the overuse of hand sanitizers, air deodorizers, and other products may be an irritant to sensitive individuals.
14. The maintenance staff participated in a webinar on mold growth and prevention. This information will be shared with the custodial staff.
- 16 & 17. Maintenance and custodial staff will be given pointers available on the US EPA and MDPH websites for more information on mold remediation, as well as other indoor air quality documents.

Long Term Goals

1. HVAC contractor will replace pipe insulation with new material. This is dependent upon funding through the capital plan, which could take several years.
2. Engage both, mechanical HVAC and control contractor, in discussion to come up with a better plan to test CO2 levels and include it in the preventative maintenance plan. CO2 detectors were installed in all univents in the elementary building three years ago. The system controls software was updated to open air dampers at a certain level. We will verify that there is a way to test them during the preventative maintenance which is performed 3 times a year.
3. Request quotes from balancing companies and obtain recommendation for balancing the system every 5 years .