

**School/Facility:** Laurel Woods Elementary School  
**Location:** Room 91  
**Date of IEQ Report Form:** October 12, 2017 (work order 46569)  
**Date(s) Investigated:** October 25 and November 3, 2017  
**Date of Report:** January 31, 2018

**IEQ Concern:**

An individual reported a musty, moldy, wet, and humid odor during the afternoons when outdoor weather is greater than 75 degrees Fahrenheit.

**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 roof top unit (RTU) serving the area had a broken condensate drain/trap, dislodged air filter, and a gap in an exterior access panel.

**Corrective Actions:**

- Work order #48238. On November 20<sup>th</sup>, Building Services repaired RTU's condensate drain, secured the access panel, and installed and secured air filter.
- The Office of Environment inquired to and reviewed recent (Spring-October 2017) work orders from the ventilation shop to learn of any issues that may have impacted the area prior to the investigation. The information available was inconclusive.

- The Office of Environment will revisit the concern when weather is consistently warm and/or humid and ventilation is in air conditioning mode. In addition, a data logger will be deployed to collect temperature and relative humidity measurements.
- A subsequent report will be provided and include any relevant information from the work orders and deficiencies found during the second investigation to the concern.