

**School/Facility:** Waverly Elementary

**Location:** Portable 169

**Date of IEQ Report Form:** September 21, 2016

**Date(s) Investigated:** September 22, October 4 and 21, 2016

**Date of Report:** November 9, 2016

**IEQ Concern:**

A staff member expressed a concern with a musty odor, thermal discomfort (not cooling), and high indoor relative humidity impacting materials within the classroom.

**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 HVAC unit's outdoor air damper was not operating.
- The thermostat settings were in question.
- The teacher's desk was in close proximity to the HVAC's return air grille.

**Corrective Actions:**

- Building Services HVAC mechanic correctly wired the outdoor air damper controls to properly work.
- Building Services HVAC mechanic programmed the thermostat for optimal performance.
- School administration is to inform staff within the portable to move desk away from the HVAC's return air grille.