

**School/Facility:** Ellicott Mills Middle  
**Location:** Portable 58  
**Date of IEQ Report Form:** August 23, 2016  
**Date(s) Investigated:** August 31, 2016  
**Date of Report:** December 2, 2016

**IEQ Concern:**

Continued odor reported in portable 58.

**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 inherent odor associated with wood sided portables was detected to be slight.
- HVAC closets were dusty within and on back side of the return air grille.
- HVAC units had an air gap between the filters and coils.
- The coils of the HVAC unit had slight to moderate particulate build-up.
- Minor mold growth was observed behind the vinyl base to the left side of the back door.
- The exterior light over the back has a penetration beside it.
- The wood trim at front right corner and both doors is pulling allowing gaps to be formed.

**Corrective Actions:**

- The coils were cleaned and air gap between air filters and coils resolved.
- School administration is to inform staff not to store items in HVAC closets.
- School administration is to inform custodial staff to maintain the housekeeping of the HVAC closets by cleaning the space, floor, and both sides of the return air grilles.

- The exterior items will be addressed during winter break by a contractor. In addition, the carpet is planned to be replaced with floor tile at that time.
- The minor mold growth behind the vinyl base was cleaned and disinfected at the time of finding.