

**School/Facility:** Bellows Spring Elementary  
**Location:** Classrooms 6G, 6H, and Connecting Hallway  
**Date of IEQ Report Form:** April 28, 2017  
**Date(s) Investigated:** May 16 and June 29, 2017 (various visits in between by HVAC mechanic)  
**Date of Report:** July 13, 2017

**IEQ Concern:**

Individual(s) detect a musty and / or damp odor in classrooms and adjoining hallway.

**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:**

- Individual(s) indicates the odor is detected when outdoor temperatures are 70 degrees and above and air conditioning is operating. On days the odor occurs, the morning room temperature is extremely cold and then around noon it becomes warm and humid in the room and then the odor detected.
- A plug-in air freshener was detected in classroom 6A.
- Building Services HVAC Shop manipulated ventilation unit(s) in attempt to recreate the odor for individual(s) to confirm. The units serving 6A, 6B, 6G, and 6H have the ability to be switched in a dehumidification mode. When doing so individual(s) sensed improved comfort and did not detect the odor.

**Corrective Actions:**

- The ventilation units will remain in the dehumidification mode at least during the warmer months.
- School administration is to inform staff air fresheners of any kind are not permitted because they can mask an odor of concern and / or be an irritant to others.