

**School/Facility:** Manor Woods Elementary  
**Location:** Portable 29  
**Date of IEQ Report Form:** September 18, 2017 (Via work order 43649)  
**Date(s) Investigated:** September 20, 22, and October 10, 2017  
**Date of Report:** December 7, 2017

**IEQ Concern:**

Individual(s) reported musty odor.

**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:**

- An outstanding odor was not detected, even after rain events.
- Exterior caulking and work is needed around:
  - electrical conduit,
  - lighting,
  - around door (ramp side) framing (left side),
  - bottom of the 3<sup>rd</sup> and 4<sup>th</sup> panels on ramp side were slightly pushed out, thus seams not overlapping,
  - end (opposite of ventilation unit) seam was not well sealed,
  - corner of portable (bottom end of ramp) had a bent portion which contained a slice.
- A gap existed (at end with ventilation return grille) between the wall and end of ceiling transition plate which may be a pathway for airflow from the attic space.

**Corrective Actions:**

- Per work order 44196, a contractor started and completed work on November 22, 2017.