

General Recommendations:

- 1) All HVAC units should be checked periodically to make sure drain lines and filters are working properly. The HVAC systems in these buildings should be routinely cleaned, either annually or semi-annually, and filters should be changed at least once every two months.
- 2) Plants should be kept to a minimum throughout the building. Live plants and synthetic plants can cause air quality problems due to dust, moisture, and decay. Many of the synthetic plants found in the building had standing dust.
- 3) All furniture items (couches, rugs, etc.) should be kept free of dust and moisture. Dusting should be done throughout the buildings on a regular basis.
- 4) Any water damaged plywood, sheetrock, or ceiling tile should be removed and replaced.
- 5) All scented products should be removed from the office areas. All air fresheners / odor neutralizers should not be allowed in office areas. These materials do not clean the air if there is an odor problem. They only mask the odor and make it more difficult to diagnose IAQ problems. "Air freshening" products contain chemicals that can actually be respiratory irritants.
- 6) Filters on the air handler system should continue to be changed every four to six weeks or on an "as needed" basis. We recommend that your district utilize pleated air filters that provide a more efficient removal of particulates from the air handlers and returns. Filters should also be installed carefully to ensure a proper fit within the units as air takes the path of least resistance and may pass through the system unfiltered.
- 7) All cleaning supplies should be stored in closed containers and secured closets when not in use. These storage areas should be power vented to the outdoors. Cleaning supplies should not be stored in mechanical rooms due to the fact they could introduce chemical "smells" into the buildings supply air.
- 8) Exterior openings should be kept closed as much as possible for adequate temperature levels. Automatic fans on HVAC systems should be cycled consistently during occupied times in the building. This will help to alleviate high Carbon Dioxide levels in the building until such time as cooling or heating is required. Ceiling fans in the building should be operated to facilitate ventilation. Typically CO₂ levels rise throughout the day depending upon the number of occupants in the building and duration of stay. Rooms, when at full occupancy, should run the fans / AC in a more consistent manor to bring in "conditioned" fresh air. Opening windows or doors throughout the building is not a solution; conditioned fresh air is important because it filters out the allergens and lowers the humidity from the exterior air.
- 9) Any aerosol products should be kept in locked, vented closets or cabinets along with corresponding *Material Safety Data Sheets*. No candles should be lit in the classrooms or office areas.
- 10) All snacks & candy should be either removed from classrooms and offices or stored in containers that would exclude pest activity such as Tupperware and/ or pest-proof containers with lids such as metal or glass containers. The facility should be cleaned on a nightly basis to remove any spilled materials that may sustain a pest population.
- 11) It is good idea to keep any wall hangings (posters, etc.) to a minimum where possible. This will generally help the walls to "breathe" better while posters could act as a potential moisture barrier trapping moisture between the wall and the poster.
- 12) Please keep clutter to a minimum. It provides harborage for pest and collects dust.