

**School/Facility:** Forest Ridge Elementary  
**Location:** Cafeteria  
**Date of IEQ Report Form:** December 11, 2017 (Phoned in by Building Services)  
**Date(s) Investigated:** December 11, 2017  
**Date of Report:** December 19, 2017

**IEQ Concern:**

An odor was observed by staff members the morning of December 11, 2017. Staff members described the odor as “sweet.” Building Services (HVAC) reported that the cooling system was recently treated with a glycol formula (a common chemical used as anti-freeze in mechanical equipment) by a contractor.

**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:**

- Three empty drums of glycol were reported to have been stored in the schools electrical closet, which adjoins the boiler room.
- The drums were reportedly stored un-capped.
- One make-up air intake is located within the electrical room. The intake was completely blocked with plywood. Outside air for dilution could not enter the electrical room.
- Building Services reported the cooling tower (exterior of building) was functioning properly. No odors were identified in the vicinity of the cooling tower.

**Corrective Actions:**

- The uncapped drums were moved outside. Building Services (HVAC) was to cap the drums on December 11, 2017.

- The plywood was removed from the make-up air intake.
- Building Services should make contractors aware that drums should not be stored uncapped, even if they are empty.