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October 24, 2014

Rick Plew
Indoor Air Program
Environmental Public Health Division
2 North Meridian Street
Indianapolis, Indiana 46204

RE: Clay Community School's response to the IAQ Evaluation by ISDH

Dear Mr. Plew:

The purpose of this letter is to serve as the response from Clay Community Schools (CCS) in accordance with the requirements for resolving the issues identified in your recent air quality evaluation requested by myself of Meridian Elementary School located in Brazil, Indiana on September 16, 2014. .

1) **410 IAC 33-4-2 (b): states "carbon dioxide concentrations in the breathing zone shall never exceed 700 ppm over the outdoor concentration"**. Classroom 104 had a CO₂ level at 1922 ppm. This exceeded the carbon dioxide concentration limit of 1123 ppm. It is possible that the damper may be malfunctioning. Please take the necessary steps to ensure that sufficient outdoor air is being supplied into the classroom.

CCS Response:

Damper was found to be open at 5% due to the extreme heat and humidity that had been present due to current weather conditions on that date and time. Air damper was adjusted to 15% on the afternoon of September 16, 2014. Readings from our instrumentation of the room showed the CO₂ was at 988 ppm the next morning.

2) **410 IAC 33-4-4 Sec. 4 (b) states: "where provided air-conditioning systems shall be capable of providing and shall be operated to maintain a temperature not to exceed seventy-eight (78) degrees Fahrenheit and sixty-five percent (65%) relative humidity during periods of students occupancy"**. Relative humidity ranged from a low of 66% to a high of 68% inside the library and Rooms 103 and 104. At least two of the classrooms had exterior walls partially below ground level. The exterior walls in these rooms should be inspected to ensure moisture barriers are in place and there is proper drainage away from the building.

CCS Response:

Maintenance staff adjusted the building management system software to allow for the air conditioning system to run for longer periods during the unoccupied times of the building. This enabled the relative humidity to drop to approximately 55%. This condition will be closely monitored during periods of extreme heat and humidity. Exterior moisture has been diverted away from the building utilizing PVC piping and routing the drain lines away from the building.

3) **410 IAC 33-4-6 (c): states “when a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours”.** Stains were noticed on the ceiling tile above the unit vents inside the library and music room. An inspection should be done above the ceiling plenum for moisture intrusion. Please remove and replace water stained ceiling tile as they are discovered.

CCS Response:

No moisture intrusion was identified during the immediate inspection of the above mentioned areas. Ceiling tile was immediately replaced by maintenance staff and the entire building evaluated for any other conditions that warranted replacement of tile. Only three (3) tiles were in need of repair due to physical damage or staining.

4) **410 IAC 33-4-6 (d): states “when mold or mold-contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours. Mold is not to be growing in the school.** There was visible mold growth on one of the ceiling tile above the unit vent inside the music room. Please remove and replace the tile.

CCS Response:

Ceiling tile was immediately replaced by maintenance staff

If you have any questions or would like to have further discussion on any of the remedies implemented please do not hesitate to contact me at your convenience.

Sincerely,

Michael R. Howard II
Director of Extended Services
Clay Community Schools