

**School/Facility:** Burleigh Manor Middle  
**Location:** Room 155  
**Date of IEQ Report Form:** March 9, 2017  
**Date(s) Investigated:** March 16 and 20, 2017  
**Date of Report:** May 11, 2017

**IEQ Concern:**

Staff continued to smell a dead mouse after they found, removed, and cleaned surfaces approximately two weeks ago.

**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:**

- A dead animal or foul odor was not detected.
- The ventilation unit serving this room was not operating.
- Staff had placed out dryer sheets and baggies containing material to discourage rodents.

**Corrective Actions:**

- Building Services evaluated roof top unit 5 and found the freeze stat tripped the unit off. The outdoor air dampers are operating as expected within the unit. The variable air volume box specifically serving the room was evaluated and found to be operating as expected.
- Dryer sheets and baggies were removed by staff.