

Dr. Kimberly Tucker, Superintendent  
Dr. Timothy Rayle, Assistant Superintendent for Curriculum & Instruction  
Mr. Michael Howard, Director of Extended Services  
Mrs. Kathy Knust, Curriculum and Grants Coordinator  
Mrs. Carolyn Kumpf, Director of Personnel, Data, & Food Services  
Mr. Mark Shayotovich, Director of Business Affairs

1013 S. Forest Avenue  
Brazil, IN 47834  
Phone: 812-443-4461  
Fax: 812-442-0849

July 1, 2015

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 performed at Forest Park Elementary School located in Brazil, Indiana on May 26, 2015.

1) **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"**. A ceiling tile in the SE corner of classroom B-144 was stained. Please inspect above the ceiling plenum for leaks.

**CCS Response:**

No moisture intrusion was identified during the immediate inspection of the above mentioned area. Ceiling tile was immediately replaced by maintenance staff and the entire building evaluated for any other conditions that warranted replacement of tile. Only two (2) tiles were in need of repair due to physical damage or staining.

2) **410 IAC 33-4-2 (b): states "carbon dioxide concentrations in the breathing zone shall never exceed 700 ppm over the outdoor concentration"**. Classrooms A-105, B-138, B-143, and B-144 exceeded the carbon dioxide concentration limit of 1082 ppm. Please ensure there is a sufficient amount of outdoor air being supplied into the classrooms.

**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 May 27, 2015. Readings from our instrumentation of the room showed the CO<sub>2</sub> levels were at acceptable limits the next morning, with readings ranging from 778 to 874 ppm.

3) **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”. The relative humidity inside classroom A-105 was measured at 72%. The outdoor relative humidity was measured at 80%. Due to the close proximity of classroom A-105 and exit door #9, it is possible the outdoor weather conditions may have influenced the relative humidity level inside the classroom. One solution to lower the humidity inside the classroom would be to operate a dehumidifier inside the classroom on days when outdoor humidity levels exceed 65%.

**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 53%. This condition will be closely monitored during periods of extreme heat and humidity.

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