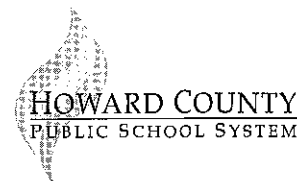


# TALBOTT SPRINGS ELEMENTARY SCHOOL

9550 Basket Ring Road • Columbia, MD 21045 • 410-313-6915 • (F) 410-313-6921 • [www.hcpss.org/tses](http://www.hcpss.org/tses)



Talbott Springs Families,

Each school within the Howard County Public School System is required to form an Indoor Environmental Quality Team. The purpose of this team is to conduct formal walk-throughs of the building to determine if there are any areas of need or concern. The team works with the systemic Environmental Management Team to conduct the review using a standard checklist that is provided to schools.

We had our first semester Indoor Environment Quality, (IEQ) walk-through in November. The team consisted of school-based staff and staff from building services and custodial services departments. This team walked throughout the entire building and checked on various items such as cleanliness, condensation, flooring, storage, temperature, electrical equipment, water leakage/damage, and lighting, to name a few. A complete list of items covered can be found out our website.

During the walk-through, two areas within the building were identified as having potential "suspicious concern" due to observable discoloration on ceiling tiles, walls and/or insulation. Listed below is a summary of findings:

- Server closet: Suspicious stain noted on one ceiling tile near a room air conditioning unit.
- Several doors thresh holds need to be adjusted to meet the bottom of the doors.
- Four areas of the building had leaky faucets.

HCPSS Building Services have been notified and responded with immediacy to this concern. Follow-up actions are in process or are being scheduled.

Additionally, during the Winter Break, insulation surrounding the 'double pipe' heating and cooling system was removed per recommendations of HCPSS. This insulation was located above the ceiling tiles making it difficult to access during the instructional day.

In the next month, staff members completes a second classroom/area checklist and a sample checklist can be found on our website. We will continue to monitor our school and update our website with information. If you have any questions about these findings, contact me. Please feel welcome to visit the Talbott Springs Elementary website at <http://hcpss.org/tses/environment> for periodic updates.

Sincerely,

A handwritten signature in black ink that reads "Nancy Thompson".

Nancy Thompson  
Principal