



THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY
OCCUPATIONAL HYGIENE / INDOOR AIR QUALITY PROGRAM
www.mass.gov/dos/iaq

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September 21, 2005

File No. 05S-0305

Donald Johnson
Assistant Director of Facilities
62 Oakland Road
Reading, MA 01867

Dear Mr. Johnson:

This letter is in response to the corrective action form for DOS report 05S-0305 received by this office from you on September 17, 2005. Your response appropriately addresses the items in our report. Relative to item 13, excess heat, you indicated that work is in progress to install roof mounted exhaust fans and also to install ceiling fans in all classrooms to address this issue. In a telephone conversation today, you indicated that the expected completion of this work is within approximately one week for the ceiling fans and within approximately one month for the exhaust fans. At this time we will be closing this case, however we expect to receive written documentation for our files when this work has been completed.

Thank you for your continued concern for the health and safety of your employees.

Sincerely,

A handwritten signature in black ink that reads "Robert Kenrick".

Robert Kenrick
Program Manager

Investigation Response Form

Town of Reading, Wood End Elementary School

File # 05S-0305

Engineer Assigned: Eustace

Please complete this form using additional sheets if necessary to document the action(s) already taken or the action(s) to be taken to address the alleged hazard(s). This form must be completed and sent in to the Division of Occupational Safety by the date given in the cover letter. Please include any supporting documentation such as written policies, photographs and/or purchase orders.

Item No. 1

Results of your investigation:

During Summer (non-school) period the roofing contractor returned to address roof issues. During the work periods, the roof top units were shut off and the trash air intake louvers covered/sealed with plastic until tasks were completed, after the first incident.

Response/Corrective Action Taken:

In addition to above, reminded contractor again of RPS policy of no work of this nature is permitted during school hours.

Item No. 2

Results of your investigation:

Verified facts that all fresh air intakes should be closed during outside work on roofs, and were during subsequent visits.

Response/Corrective Action Taken:

Item No. 3

Results of your investigation:

Demanded GC have factory rep look at units for serviceability, safety, and dependability.

Response/Corrective Action Taken:

Received full PM service on all roof top equipment

and scheduled periodic PM program.

Item No. 4

Results of your investigation:

Response/Corrective Action Taken:

replace filters and schedule replacements 4x per year or more often if needed

Item No. 5

Results of your investigation:

Response/Corrective Action Taken:

will put into PM and service schedule to balance every 5 yrs

Item No. 6

Results of your investigation:

Response/Corrective Action Taken:

bring to attention of school administration (principal). Commence program to install ceiling fans in all classrooms, and exhaust fans in 2nd floor ceiling in hallway.

Item No. 7

Results of your investigation: This procedure was in place.

Response/Corrective Action Taken: We continue to try to maintain and improve the reporting and information exchange.

Item No. 8

Results of your investigation: room cleaning, or particularly arrangements and wiping of books, boxes, etc, can be improved.

Response/Corrective Action Taken: initiated program to encourage staff to be more vigilant.

Item No. 9

Results of your investigation: wall area had gotten wet.

Response/Corrective Action Taken: Removed any affected wall material and replaced. Installed ceramic tile on wall, and properly grouted.

Item No. 10

Results of your investigation: Found, plants to need drip pans in instances where they had not been used.

Response/Corrective Action Taken:

Removed all plants from area.
Presently there are none in place

Item No. 11

Results of your investigation:

Response/Corrective Action Taken:

downloaded document for use

Item No. 12

Results of your investigation:

Response/Corrective Action Taken:

accessed web site and reviewed files
for future use and guidance

Item No. 13

Results of your investigation:

noted condition exists.

Response/Corrective Action Taken:

Hired contractor to install ceiling fans in all
classrooms and to install roof mounted exhaust
fans to relieve collected high temperatures in
2nd floor hallway. Work in progress.

Item No. _____