**ODOR ASSESSMENT**

**Brookfield Town Hall**

**6 Central Street**

**Brookfield, Massachusetts**



Prepared by:

Massachusetts Department of Public Health

Bureau of Climate and Environmental Health

Indoor Air Quality Program

August 2024

**BACKGROUND**

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| --- | --- |
| **Building:** | Brookfield Town Hall (BTH) |
| **Address:** | 6 Central Street Brookfield, MA |
| **Assessment coordinated via:** | Brookfield Board of Health |
| **Reason for Request:** | Odors in a first-floor office over the former police department basement space and water damage/general indoor air quality (IAQ). |
| **Date of Assessment:** | June 5, 2024 |
| **Massachusetts Department of Public Health/Bureau of Climate and Environmental Health (MDPH/BCEH) Staff Conducting Assessment:** | Michael Feeney, Director, IAQ Program and Thomas Murphy, Inspector, IAQ Program |
| **Date of Building Construction:** | 1904 |
| **Building/Site Description:** | The BTH is a three-story brick building. The Brookfield Police Department formerly occupied a portion of the basement, which is now unoccupied. |

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| **Building Population:** | The building is staffed with about 10 employees and serves the public daily. |

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| **Windows:** | Openable |

# METHODS

Please refer to the IAQ Manual for methods, sampling procedures, and interpretation of results (MDPH, 2015). Note that this building was also visited by the IAQ program in 2019, and the report from that visit can be found at: <https://www.mass.gov/doc/brookfield-town-hall-june-2019/download> and is attached as Appendix A.

# RESULTS AND DISCUSSION

The following is a summary of indoor air testing results (Tables 1 and 2).

* ***Carbon dioxide levels*** were below 800 parts per million (ppm) in almost all areas assessed. For interpretation of data, please refer to the IAQ Manual section on carbon dioxide.
* ***Temperature*** was within or close to the recommended range of 70°F to 78°F in all the areas assessed.
* ***Relative humidity*** was within or close to the recommended range of 40% to 60% in the areas assessed except for the basement which ranged from 66% to 70%. It is important to note that relative humidity in the basement was 18% to 22% higher than the outdoor relative humidity. These measurements in the basement indicate that no ducted mechanical means to vent water vapor outdoors from the BTH exists or a source of moisture exists in the basement elevating indoor relative humidity.
* ***Carbon monoxide*** levels were non-detectable in all areas assessed.
* ***Fine particulate matter (PM2.5)*** concentrations measured were below the National Ambient Air Quality Standard (NAAQS) level of 35 μg/m3 in all areas assessed.

## Ventilation

Ventilation refers to both the supply of fresh air and the removal of stale air from a room. The introduction of fresh air into an occupied space will dilute normally occurring pollutants that are generated by occupancy and other activities. In addition, a heating, ventilation, and air conditioning (HVAC) system will remove pollutants from a building if operating appropriately.

A mechanical ventilation system exists in the Brookfield Town Hall building, but it was not operating; it may only be used for heat in the main meeting room. Each room is equipped with a radiator for heating. Some rooms have window air conditioners (WACs) for cooling during hot weather. In addition, the main hallway has a floor vent to provide heat. The sole source of fresh air is through openable windows.

With the lack of supply and exhaust ventilation, pollutants that exist in the interior space can build up and lead to indoor air quality and comfort complaints. Relying on openable windows for fresh air requires a balancing act – while opening windows can bring in fresh air, it can also allow outdoor pollutants, such as vehicle exhaust, pollen, mold spores, wildfire smoke, pests, and noise into the building. Excess water vapor during hot, humid weather and/or heavy rain may also enter the building causing damage to building materials.

The BTH was originally configured in a manner to use cross-ventilation to provide comfort for building occupants. The building is equipped with windows on opposing exterior walls. This design allows for airflow to enter an open window (windward side), pass through a room, enter the hallway, pass into the opposing room, and exit the building on the leeward side (opposite the windward side). With all windows open, airflow can be maintained in a building regardless of the direction of the wind. This system fails if the windows are closed or disabled, or if doors between rooms and the hallways are closed and lack transfer air vents. In addition, the installation of WACs has limited the ability of windows to provide cross-ventilation. Note that most window-style air conditioners can supply some amount of fresh air while operating in “Fan Only” or similar mode. They are also equipped with filters that need to be cleaned periodically. The filter reset light was on in the unit located in the town meeting room (Picture 1). Window-mounted air conditioners should be maintained in accordance with the manufacturer's instructions.

## Microbial/Moisture Concerns

During the assessment, building occupants expressed concerns about possible odors in the Tax Collector’s office. IAQ staff identified holes in the floor (Table 1) near windows which were likely used for heating pipes prior to replacement of the heating system (Picture 2). A personal fan was observed on a desk directly above the holes in the floor (Picture 3). The operation of this fan could contribute to the air circulation of the odor coming from the basement. The Tax Collector’s office exists over the basement area that formerly housed the Brookfield Police Department (BPD). The basement experiences significant water penetration as noted in the previous IAQ assessment. Basement areas can be a source of musty odors, especially during periods of hot, humid weather. The former BPD space had a suspended ceiling, which now has holes and openings to run computer cables or other wires (Pictures 4 and 5). With gaps in the ceiling tiles, odors from the former BPD area can migrate upwards into first floor offices through any floor hole such as those observed in the Tax Collector’s office as well as the Assessor’s office.

It is important to note that the New England area experienced an unprecedented period of extended hot, humid weather during summer months since the previous IAQ assessment. Hot humid summers are becoming more frequent due to climate change. Massachusetts has experienced hot, humid, and rainy summers in 2018, 2021, and 2023. July of 2021 was the wettest ever recorded in Massachusetts, and the three-month period from June through August, known as the meteorological summer, was the fourth wettest on record, according to the National Oceanic and Atmospheric Administration’s (NOAA) Centers for Environmental Information (NOAA, 2021). The summer of 2023 was also hot, and wet, being measured as the second rainiest on record (WBUR, 2023). New England also experienced hot, humid weather during Summer 2024. These conditions are challenging for buildings, particularly those without central air conditioning. During these hot and wet summers, extended periods of outdoor relative humidity above 70% occurred. Under these weather periods, public buildings experienced extended periods of water vapor exposure from high relative humidity.

The key to managing condensation in hot, humid weather indoors is understanding dew point. Condensation is the collection of moisture on a surface at or below the dew point. The dew point is the temperature that air must reach for saturation to occur. If a building material/component has a temperature below the dew point (Table 2), condensation will accumulate on that material. Over time, condensation can collect and form water droplets.

When exposed to these conditions, porous materials such as gypsum wallboard, cardboard, and other materials may become prone to developing mold colonization. Cardboard boxes were observed stored in the former BPD space on the basement floor and are susceptible to water damage (Picture 6). In general, any material that is porous and capable of supporting mold growth should not be stored on floors and against walls capable of becoming moistened by condensation. Such materials include cardboard, cloth, paper, books, porous, soft plastics (e.g., polyurethane), leather, upholstered furniture, jute or latex-backed carpeting.

The ground floor areas would appear to be prone to condensation if exposed to hot, humid weather for extended periods of time as previously noted.

Where materials have become moistened, either due to leaks or condensation or other causes, it is recommended that porous material be dried with fans and heating within *24 to 48 hours of becoming wet* (US EPA, 2008, ACGIH, 1989). If porous materials are not dried within this time frame, mold growth may occur. Water-damaged porous materials cannot be adequately cleaned to remove mold growth.

# CONCLUSIONS/RECOMMENDATIONS

## The source of possible odors in the Tax Collector’s office is the basement. The BTH has several issues related to moisture in the building. It is important to note that the BTH has no mechanical ventilation system to provide fresh air or exhaust air from its space.

## Due to the age of construction of the building and lack of mechanical ventilation equipment to provide adequate heated or chilled fresh air, the BTH space has limited ability to reduce relative humidity indoors. It is important to note that if extreme relative humidity and rain occurs, management of the building in such weather can be challenging. The following documents can provide guidance that can be used to reduce the impact of hot, humid weather in buildings:

## Mold growth Prevention during Hot, Humid Weather <https://www.mass.gov/service-details/preventing-mold-growth-in-massachusetts-schools-during-hot-humid-weather>

## Remediation and Prevention of Mold Growth and Water Damage in Public Schools <https://www.mass.gov/info-details/remediation-and-prevention-of-mold-growth-and-water-damage-in-public-schools-and-buildings-to-maintain-air-quality>

## Methods for Increasing Comfort in Non-air-conditioned Schools <https://www.mass.gov/doc/methods-for-increasing-comfort-in-non-air-conditioned-schools/download>

## In view of the findings at the time of the visit, the following measures are recommended and should be implemented as soon as possible to address overall IAQ concerns:

1. Permanently seal all heating pipe floor holes in first floor offices with an appropriate material.
2. Install ceiling tiles in former BPD basement space suspended ceiling and seal around any additional openings in the ceiling.
3. Remove porous materials such as cardboard boxes which are susceptible to water damage from the basement floor.
4. Use openable windows to supplement fresh air during temperate weather. Ensure all windows are tightly closed at the end of the day or during periods of elevated relative humidity to avoid condensation/mold issues.
5. Use “Fan Only” function on WACs to create air circulation when windows are closed or when cooling is not needed.
6. Clean filters in WACs units prior to and as needed during the cooling season.
7. During filter cleaning, examine cooling fins for dust/debris and clean/vacuum as needed to ensure efficient operation and to prevent mold growth and associated odors.
8. Implement recommendations made in the previous IAQ assessment if not already completed (Appendix A).

# REFERENCES

ACGIH. 1989. Guidelines for the Assessment of Bioaerosols in the Indoor Environment. American Conference of Governmental Industrial Hygienists, Cincinnati, OH.

MDPH. 2015. Massachusetts Department of Public Health. Indoor Air Quality Manual: Chapters I-III. Available at: <https://www.mass.gov/lists/indoor-air-quality-manual-and-appendices>

NOAA. 2021. Summer 2021 neck and neck with Dust Bowl summer for hottest on record. National Oceanic and Atmospheric Administration, 1401 Constitution Avenue NW, Room 5128, Washington, DC 20230 <https://www.noaa.gov/news/summer-2021-neck-and-neck-with-dust-bowl-summer-for-hottest-on-record>

US EPA. 2008. Mold Remediation in Schools and Commercial Buildings. US Environmental Protection Agency, Office of Air and Radiation, Indoor Environments Division, Washington, D.C. EPA 402-K-01-001. <https://www.epa.gov/mold/mold-remediation-schools-and-commercial-buildings-guide>.

WBUR. 2023. “It's been a summer of rain and flooding misery in Mass.” WBUR local news. September 12, 2023. <https://www.wbur.org/news/2023/09/12/summer-flooding-rain-massachusetts>.

**Picture 1**



**Window-mounted air conditioner with a blue arrow pointing to filter reset light.**

**Picture 2**

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**Hole in Tax Collector’s office floor above former BPD space in basement**

**Picture 3**

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**Personal fan in Tax Collector's office above hole in floor**

**Picture 4**

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**Opening in suspended ceiling of former BPD space in basement**

**Picture 5**

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**Holes in ceiling tiles to run wiring in former BPD space in basement**

**Picture 6**

**Cardboard boxes stored in former BPD space on basement floor
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**Cardboard boxes stored on basement floor in former BPD space**

| **Location/ Room** | **Carbon**  **Dioxide**  **(ppm)** | **Carbon Monoxide**  **(ppm)** | **Temp**  **(°F)** | **Relative**  **Humidity**  **(%)** | **PM2.5**  **(****µg/m3)** | **Occupants**  **in Room** | **Windows**  **Openable** | **Ventilation** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supply** | **Exhaust** |
| Background | 451 | ND | 73 | 48 | 5 |  |  |  |  | Sunny |
| Town Meeting Room | 608 | ND | 73 | 53 | 11 | 0 | Y | N | N | WAC, carpeting |
| Break Room | 609 | ND | 72 | 53 | 10 | 0 | Y | N | N | NC |
| Assessor | 660 | ND | 72 | 56 | 10 | 1 | Y | N | N | Hole in floor, hole in ceiling tiles, NC |
| Tax Collector | 705 | ND | 69 | 55 | 10 | 1 | Y | N | N | WAC, personal fan, hole in floor, plants, area carpet, cardboard boxes on floor, NC |
| Water Department | 706 | ND | 73 | 61 | 9 | 3 | Y | N | N | Personal fan, carpeting, cardboard boxes on floor, |
| Executive Assistant | 650 | ND | 73 | 57 | 11 | 1 | Y | N | N | WAC, water-damaged ceiling tile, cardboard boxes on floor, carpeting, personal fan |
| Municipal Clerk | 640 | ND | 74 | 56 | 13 | 1 | Y | N | Y | Cardboard boxes on floor, personal fan, carpeting |
| Town Clerk | 520 | ND | 74 | 57 | 8 | 0 | Y | N | N | WAC, cardboard boxes on floor, NC |
| Treasurer | 844 | ND | 75 | 55 | 8 | 2 | N | N | N | Cardboard boxes on floor, carpeting |
| Select Board | 577 | ND | 73 | 60 | 7 | 0 | Y | N | N | Cardboard boxes on floor, carpeting |
| Town Administrator | 538 | ND | 73 | 60 | 7 | 0 | Y | N | N | WAC, NC, 2nd floor |
| Auditorium | 478 | ND | 77 | 54 | 13 | 0 | Y | N | N | NC, large open area, 2nd floor |

| **Location/ Room** | **Carbon**  **Dioxide**  **(ppm)** | **Carbon Monoxide**  **(ppm)** | **Temp**  **(°F)** | **Floor Temp (°F)** | **Foundation Wall Temp (°F)** | **Dew Point (°F)** | **Ceiling Temp (°F)** | **Relative**  **Humidity**  **(%)** | **PM2.5**  **(µg/m3)** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Former Police Office | 624 | ND | 72 | 64 | 64 | 60 | 68 | 66 | 5 | Holes in ceiling, cardboard stores on floor, missing ceiling tiles |
| Central Area | 546 | ND | 71 | 62 | 61 | 60 | 66 | 68 | 6 | Fan, water on floor from hose |
| Oil Tank Room | 505 | ND | 69 | 62 | 59 | 59 | 67 | 68 | 5 | Exhaust fan in window |
| HVAC Room | 580 | ND | 69 | 60 | 61 | 59 | 67 | 70 | 7 | HVAC appeared off |

**WATER DAMAGE ASSESSMENT**

**Brookfield Town Hall**

**6 Central Street**

**Brookfield, Massachusetts**



Prepared by:

Massachusetts Department of Public Health

Bureau of Environmental Health

Indoor Air Quality Program

June 2019

**BACKGROUND**

|  |  |
| --- | --- |
| **Building:** | Brookfield Town Hall (BTH) |
| **Address:** | 6 Central Street Brookfield, MA |
| **Assessment coordinated via:** | Brookfield Board of Health |
| **Reason for Request:** | Water damage and general indoor air quality (IAQ) |
| **Date of Assessment:** | May 10, 2019 |
| **Massachusetts Department of Public Health/Bureau of Environmental Health (MDPH/BEH) Staff Conducting Assessment:** | Michael Feeney, Director, IAQ Program |
| **Date of Building Construction:** | 1904, with addition of wall-to-wall carpeting over maple tongue-in-groove floors and installation of vinyl wall paper in sections of the building |
| **Building/Site Description:** | The BTH is a three-story brick building with basement located near downtown Brookfield. |

|  |  |
| --- | --- |
| **Building Population:** | The building is staffed with about 5 employees and serves the public daily. |

|  |  |
| --- | --- |
| **Windows:** | Openable |

# METHODS

Please refer to the IAQ Manual for methods, sampling procedures, and interpretation of results (MDPH, 2015).

# RESULTS and DISCUSSION

## Ventilation

No mechanical ventilation systems exist in the building. Each room has radiators. The main hallway has a floor vent to provide heat (Picture 1). The sole source of fresh air is through openable windows. With the lack of supply and general exhaust ventilation, pollutants that exist in the interior space can build up and lead to indoor air quality and comfort complaints.

The building was configured in a manner to use cross-ventilation to provide comfort for building occupants. The BTH is equipped with windows on opposing exterior walls. This design allows for airflow to enter an open window, pass through a room, through the open hallway door into the hallway, pass through the opposing room’s hallway door, into the opposing room and exit the building on the leeward side (opposite the windward side) ([Figure 1](https://www.mass.gov/doc/open-transoms-figure-0/)). With all windows and hallway doors open, airflow can be maintained in a building regardless of the direction of the wind. The system fails if the windows or hallway doors are closed ([Figure 2](https://www.mass.gov/doc/closed-transoms-figure-0/)).

## Microbial/Moisture Concerns

During the course of the assessment, building occupants expressed concerns about possible mold in the Board of Health office. Areas of the first floor were covered with wall-to-wall carpet. A musty odor was detected upon entering a large room used for public meetings which had wall-to-wall carpeting (Picture 2). Carpeting in a hallway was rippled in a manner which indicates that moisture was passing through seams in the tongue-in-groove floor (Picture 3). This is shown by the straight lines of ripples in the carpet. A musty odor was detected in this area as well. Each of these conditions indicates that a significant water source has impacted carpeting/flooring, likely from the basement below.

Upon entering the basement, a distinct musty odor was detected. An examination of the basement found moistened floors and walls from water infiltration through the foundation. An examination of the exterior of the BTH found a number of means for water to penetrate through the building envelope to accumulate in the basement.

* Large spaces exist between the steps of the main entrance (Picture 4).
* The junction between the sidewalk and base of the exterior wall has missing/damage sealant (Picture 5).
* The BTH does not have a gutter/downspout on its roof edge. Rainwater falls from the roof into a cement trough (Picture 6), which is directed to a small drain (Picture 7). The cement trough has numerous cracks and spaces that require sealing.
* The seam between the trough and foundation is missing sealant as evidenced by moss (Picture 8).
* Areas of cement were either paved over or replaced with asphalt, which creates unsealed seams between stone, cement, and tarmac. Asphalt is a porous material that has different porosity than stone and cement, which can allow for water to pass through asphalt, which in turn holds moisture against the foundation.

All of these conditions would allow moisture penetration into the basement (Pictures 9 and 10). In addition to water leaks, it is important to note that the New England area experienced an unprecedented period of extended hot, humid weather. According to the Washington Post, “[d]ata…show[s]…cities in the Northeast have witnessed such humidity levels for record-challenging duration...[i]ncluding Albany, Boston, Burlington Portland and Providence” during the summer of 2018 (WP, 2018). “Boston and nearby locations… [saw]…historic numbers of those warm nights with low temperatures at or above 70 degrees…Providence and Blue Hill Observatory have already broken their annual records” (WP, 2018). If a building does not have adequate exhaust ventilation and air chilling capacity to remove/reduce relative humidity from outside air, then hot, moist air can be introduced into a building and linger to increase occupant discomfort as well as possibly moisten materials that may lead to mold growth, particularly in areas that are in direct contact with soil (e.g., basement floor and walls).

Buildings constructed in the early 1900’s did not have waterproofing or insulation installed on the exterior side of foundation walls or beneath the basement floor. Basement areas were intended for building utilities, such as furnace for heating, fuel storage (e.g., coal), water service and electrical equipment, and for storage, not for occupancy. Based on observations made during the assessment, the basement appears to be significantly impacted by moisture, and has become a source of moisture to the maple floor and to wall-to-wall carpeting on the first floor.

Areas of the first floor have walls covered with what appears to be vinyl wallpaper. Vinyl wallpaper is a water impermeable material which can trap moisture. The second floor auditorium has peeling wall paint. Paint can peel from walls due to water exposure to the paint surface, significant temperature differences and/or a combination of these factors. Plaster is porous and can allow water vapor to traverse from its exterior wall surface to its interior surface. If the interior surfaces of plaster are covered with vinyl instead of paint, water vapor can wet wallpaper paste, which may consist of a material that readily supports mold colonization (e.g., wheat paste).

These conditions, in combination with high ambient temperature during the summer, increased relative humidity, and moisture from the basement, may contribute to moistening of porous materials. The American Conference of Governmental Industrial Hygienists (ACGIH) and the US Environmental Protection Agency (US EPA) recommend that porous materials be dried with fans and heating within 24 to 48 hours of becoming wet (ACGIH, 1989; US EPA, 2008). If porous materials are not dried within this time frame, mold growth may occur. Water-damaged porous materials cannot be adequately cleaned to remove mold growth. The application of a mildewcide to porous materials is not recommended.

In order to explain how mold and associated odors/particulates in the basement can migrate into occupied areas, the following concepts must be understood:

* Heated air in occupied areas will create upward air movement (called the stack effect).
* Cold air moves to hot air, which creates drafts.
* As the heated air rises, negative pressure is created, which draws cold air to the heat source.
* Airflow created by the stack effect, drafts or wind-driven air can draw airborne particulates into the air stream (i.e., from the basement).
* The opening of the door to the basement at the base of the town selectmen’s office can provide a pathway for air to travel from the basement to the upper floors.

Each of these concepts has an influence on the movement of basement odors and/or other particulates up the stairwell. In order to control possible mold growth, water penetration into the basement area must be minimized. Water penetration through the foundation can be limited by tightening up the building envelope and reestablishing proper drainage around the building foundation.

## Other Concerns

Most areas had carpeting that appeared to be several decades old. In many areas, this carpeting was visibly very worn, frayed, wrinkled and stained. The service life of carpeting in schools is approximately 10-11 years (IICRC, 2002), and will be similar in an environment such as a town hall. Aging carpet can produce fibers that can be irritating to the respiratory system. In addition, tears or lifting carpet can create tripping hazards. Carpeting should be cleaned annually or semi-annually in soiled high traffic areas as per the recommendations of the Institute of Inspection, Cleaning and Restoration Certification (IICRC, 2012).

# Conclusions/Recommendations

In order to address the conditions listed, the recommendations made to improve indoor air quality in the building are divided into short-term and long-term corrective measures. The **short-term** recommendations can be implemented as soon as practicable. **Long-term** measures are more complex and will require planning and resources to adequately address the overall indoor air quality concerns.

## Short-term measures

1. Remove carpet and padding in first floor areas.
2. Clean residue from floor beneath carpet and allow to air dry. Once dry, refinish the floor during temperate weather or cover the floor with a non-permeable surface.
3. Remove any rotten timber and other accumulated debris from the basement.
4. Install weather-stripping and a door sweep to basement doors to limit air movement into occupied areas.
5. To prevent moisture penetration into the basement, the following actions should be considered:
   1. Reseal the stairs.
   2. Seal all cracks in cement and asphalt around the front of the building.
   3. Consider installing a gutter/downspout on roof edges to drain rainfall away from the building.
   4. Seal all cracks in the foundation and the foundation/cement/tarmac junctions with an appropriate sealing compound.
   5. Remove foliage to no less than five feet from the foundation.
   6. Improve the grading of the ground away from the foundation at a rate of 6 inches per every 10 feet (Lstiburek, J. & Brennan, T.; 2001).
   7. Install a water impermeable layer on ground surface (clay cap) to prevent water saturation of ground near foundation (Lstiburek, J. & Brennan, T.; 2001).
6. Remove vinyl wallpaper and replace with an appropriate surface to prevent water accumulation.
7. For buildings in New England, periods of low relative humidity during the winter are often unavoidable. Therefore, scrupulous cleaning practices should be adopted to minimize common indoor air contaminants whose irritant effects can be enhanced when the relative humidity is low. To control for dusts, a high efficiency particulate arrestance (HEPA) filter equipped vacuum cleaner in conjunction with wet wiping of all surfaces is recommended. Avoid the use of feather dusters. Drinking water during the day can help ease some symptoms associated with a dry environment (throat and sinus irritations).
8. Refer to resource manuals and other related indoor air quality documents for further building-wide evaluations and advice on maintaining public buildings. These materials are located on the MDPH’s website at <https://www.mass.gov/lists/indoor-air-quality-manual-and-appendices>.
9. Consult “Mold Remediation in Schools and Commercial Buildings” published by the US EPA (2008) for further information on mold. Copies of this document can be downloaded from the US EPA website at: <https://www.epa.gov/mold/mold-remediation-schools-and-commercial-buildings-guide>.

## Long Term Recommendations

1. Consideration should be given to installing a low-speed exhaust fan in one of the basement windows. The fan should be operated during hot, humid weather to exhaust water vapor and draw dry air from the upper occupied levels during summer months.
2. Consult a building engineer on the appropriate method to insulate the basement floor to prevent moisture accumulation.
3. Consult with a building engineer on further methods to permanently render the basement as water tight as feasible.

# REFERENCES

ACGIH. 1989. Guidelines for the Assessment of Bioaerosols in the Indoor Environment. American Conference of Governmental Industrial Hygienists, Cincinnati, OH.

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**Picture 1**

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**Floor vent in main hallway**

**Picture 2**

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**Carpeting in meeting room**

**Picture 3**

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**Rippled carpet in hallway**

**Picture 4**

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**Spaces between steps (Note plant and asphalt seam)**

**Picture 5**

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**Junction between sidewalk and base of the exterior wall has missing/damaged sealant**

**Picture 6**

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**Cement trough at front of building**

**Picture 7**

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**Trough drain**

**Picture 8**

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**Moss in wall/trough junctions**

**Picture 9**

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**Wet spot on basement floor**

**Picture 10**

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**Moistened basement floor**