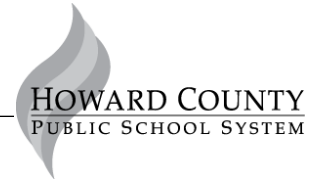


# DAYTON OAKS ELEMENTARY SCHOOL

4691 Ten Oaks Road • Dayton, MD 21036 • 410-313-1571 • (F) 410-313-1572 • [www.hcpss.org/does](http://www.hcpss.org/does)



December 21, 2016

Dear Dayton Oaks Parents,

Each school within the Howard County Public School System has an Indoor Environmental Quality (IEQ) 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. This 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 walkthrough on Tuesday, December 20 2016. The team consisted of school-based staff, a parent representative, and staff from building services and custodial services departments. This team walked through the entire building and checked on various items like 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 on our website, under the 'About' tab.

During the walkthrough, three rooms within the building were identified as having potential "suspicious concern" due to observable discoloration on ceiling tiles. Listed below is a summary of findings:

- Classroom - Discoloration/suspicious concern on ceiling tile
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The Dayton Oaks custodial team was notified and responded to these concerns. Together with the HCPSS IEQ Coordinator, the custodial team conducted a more thorough analysis of the discoloration/suspicious concern and replaced the tiles immediately. In addition, HCPSS Building Services was notified of the concern.

As part of our continued desire to have an environmentally friendly and safe school, each staff member will complete a classroom/area checklist quarterly. Any concerns identified will be posted on our website.

Throughout the year, we will continue to monitor our school and update our website with environmental information. If you have any questions about these findings, please contact me. Please feel welcome to visit our DOES website at <http://does.hcpss.org/> for periodic updates.

Sincerely,

Carol B. DeBord  
Principal