

managing risk with responsibility

Aston A. Henry, Director Risk Management Department

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April 24, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Phyllis Schiffer-Simon, General Manager BECON-TV	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 15, 2014, I conducted an assessment at BECON Administration. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ assessment did identify one or more existing conditions impacting IAQ and has generated appropriate work orders to correct deficiencies in systems and maintenance that could contribute to decreased indoor air quality. At the time of the assessment, these concerns were not an immediate health or safety concern to building occupants. However, due to individual sensitivities and predisposing health factors, it is possible that some building occupants may elicit a health response to agents and / or conditions identified during the evaluation. Therefore, to further improve IAQ, prevent development of future IAQ-related problems, and to reduce the potential for IAQ-related complaints by building occupants, the IAQ Assessment Team recommends appropriate follow up of each item identified and listed in the attached evaluation.

Please ensure that your Head Facilities Serviceperson receives a copy of this correspondence so that the recommendations requiring their attention can be addressed. In an attempt to separate IAQ issues from general maintenance items, the attached assessment may contain direction for site based staff to generate a work order through COMPASS. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all site based custodial issues have been appropriately addressed.

Should any questions arise, or if the current concerns continue after the attached recommendations have been addressed, please feel free to contact us at 754-321-1907.

cc: Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Aston Henry, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

	IAQ Assessi	ment		
BECON Adr	ministration Evaluation Dat	e April 15, 2014	Time of Day 1	2:30
Outdoor Conditions Tempera	ture 84.3 Relative	Humidity 64	Ambient CO2 4	27
		Range CO % - 60% 489		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
CeilingConcreteWallsConcreteFloorconcrete	No No	No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes Yes
Clean	Grills Clean	Yes		
Trash RemovedN/ASigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations This room is a vault. A new cond	enser and coil was installed in	this room within the	last two weeks.	

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Set temperature to 72 - 78 degrees	▼
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	IAQ Assessi	nent		
BECON A	dministration Evaluation Dat	e April 15, 2014	Time of Day 1	2:00
Outdoor Conditions Temper	ature 84.3 Relative	Humidity 64	Ambient CO2 4	27
		Range CO ² % - 60% 501	Range # Oo MAX 700 > Ambient	ccupants
Noticeable OdorNoCeilingOpen drop ceilingWallsCarpetFloor12"x12"/9"x9"	Visible water damage / staining? No No No	Visible microbial growth? No No No	Amount of material affected	
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes N/a	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Ye Condensate Pan Clean Yes			Mechanical Room Clean nside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall	▼	Fresh Air Intake Free of Obstruction	Yes
	nstalled on the South wall and a t that needs additional cooling			

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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	IAQ Assess	ment		
BECON Ac	Evaluation Date	te April 15, 2014	Time of Day 10	:45
Outdoor Conditions Tempera	ature 84.3 Relative	e Humidity 64	Ambient CO2 42	7
		Range CO ² % - 60% 543	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Carpet	Yes	No	4 tiles	
Walls Carpet Floor Carpet	No Yes	No	various locations	
Ceiling CleanNoWalls CleanYesFlooring CleanNoRoom Surfaces CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes Yes
Trash RemovedN/ASigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake		▼	Fresh Air Intake Free of Obstruction	
Observations Stained ceiling tiles may be due ceiling stains. If carpet is evalua mastic under areas of carpet. If	ted to be replaced, check with	Risk Management prio	r to removing due to asbe	

Corrective Actions to be Completed by Site Based Staff

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Replace stained ceiling tiles after repairs	▼
Clean wall carpet or remove	▼
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Corrective Actions to be Completed by PPO

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Evaluate and repair cause of stained ceiling tiles	▼
Evaluate the need for carpet replacement	▼
Repair HVAC to reduce humidity level	▼
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	IAQ Asse	ssment	
BECON	Administration Evaluation	Date April 15, 2014	Time of Day 11:30
Outdoor Conditions Temp	erature 84.3 Rela	tive Humidity 64	Ambient CO2 427
FishTemperature12766.5	RangeRelative Humidity72 - 7871.3	Range CO ² 30% - 60% 492	Range # Occupants MAX 700 > Ambient
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling composite	No	No	
Walls Drywall/curtains	No	No	
Floor Carpet	No	No	
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean Yes
Room Surfaces Yes Clean	Ceiling at Supp Grills Clean	ly Yes	
Trash Removed N/A	Exhaust Fans Workin		Unapproved Chemicals / No
Signs of PestsNoRoom ClutteredNo	Drain Traps W Food if Stored in Room in Sealed Containers		Air Fresheners No in Room
Mechanical Equipment Location	on Hung above drop ceiling		Mechanical Room Clean Yes
Filters Installed Properly	Yes Filters Clear	n Yes I	nside of HVAC Unit Clean Yes
Condensate Pan Clean	Cooling Coil Clea	n Yes	
Fresh Air Intake Location		▼	Fresh Air Intake Free
Pollutant Sources Near Air Intake		V	
Observations			
Studio			

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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