

Aston A. Henry, Task Assigned Director

# managing risk with responsibility

754 321-1900

Telephone:

Risk Management Department		Fax: 754 321-1917
May 6, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Roy Norton, Manager  Physical Plant Operations	Custodial Issues Addressed  Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities Design and Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 18, 2013, I conducted an assessment at the **Bank of America Building**. 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 Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

## **IAQ Assessment**

Bank of Ame	erica Building Evaluation Dat	April 18, 2013	Time of Day1	:00			
Outdoor Conditions Temperature 92.8 Relative Humidity 53.9 Ambient CO2 486							
		Range <u>C0</u> <sup>2</sup> % - <b>60</b> % 531		ccupants 2			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' X 2' Lay in	No	No					
Walls Drywall	No	No					
Floor Carpet	No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes			
Flooring Clean Yes	Inside of Supply Duct Clean	No	Inside of Return Duct Clean	Yes			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No			
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	No			
Mechanical Equipment Location Above Ceiling of 307 Mechanical Room Clean N/A							
Filters Installed Properly No.	o Filters Clean	No	Inside of HVAC Unit Clean	No			
Condensate Pan Clean N/	A Cooling Coil Clean	No					
Fresh Air Intake Location	N/A	▼	Fresh Air Intake Free	N/A			
Pollutant Sources Near Air Intake	N/A	▼	of Obstruction				
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## Observations

Minor dust inside of supply ducts - 4 stained ceiling tiles in corridor 030 - A/C unit is located above ceiling in room 307 (kitchen) - Unit has no air filters installed - Refrigerator in 307 has rust and microbial growth on the outside surfaces, Microbial growth inside refrigerator and freezer (All odors in this room will be transfered into room 308) - Room 470 (old Lawyer Offices) Complaint of odor in area - A/C not always running in this area (to save \$) - Carpet being shampooed to help with odor - Carpet on pad - water cannot be extracted from carpet properly - (remove all carpet and pad in this area and leave bare concrete until area is renovated / reoccupied

#### Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be completed by the Based Starr				
Discard refrigerator	▼			
Install filters on all HVAC units	▼			
Replace all missing ceiling tiles	▼			
	▼			
	▼			
	▼			
	▼			
	▼			

#### Corrective Actions to be Completed by PPO

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Clean HVAC supply grills and supply drops	▼
Clean HVAC unit above ceiling in 307	▼
Remove carpet and pad from 470 (Old Law Offices)	▼
	▼
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	▼
	▼