

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT**

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February 15, 2018

Signature on File

TO: Marcia Bynoe, Executive Director  
**Coordinated Student Health Services  
Lauderdale Manors Early Learning Center**

FROM: Daniel Meyer, Project Manger  
Environmental Health & Safety Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

**For Custodial Supervisor Use Only**

Custodial Issues Addressed

Custodial Issues Not Addressed

On February 14, 2018, I conducted an assessment at **Lauderdale Manors Early Learning Center**. 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 754-321-4200.

RK:smn

Enc.

cc: Sam Bays, Director, Maintenance Operations  
Shelley Meloni, Director, Pre-Construction  
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division  
Greg Neiman, Area Supervisor, Zone 1  
Kurt Wirz, Area Manager Trades  
Gerald Devio, Supervisor II Custodial  
Benjamin Osborne, Supervisor II Custodial  
Mark Murray, Supervisor II Custodial  
Broward Teachers Union  
Federation of Public Employees

# IAQ Assessment

Lauderdale Manors Administration Center

Evaluation Date February 14, 2018

Time of Day 10:00 AM

Outdoor Conditions    Temperature 81.7

Relative Humidity 54.6

Ambient CO2 472

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">107</span>	<span style="border: 1px solid black; padding: 2px;">74.5</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">66.9</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">540</span>	<b>MAX 700 &gt; Ambient</b>	<span style="border: 1px solid black; padding: 2px;">2</span>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>	
Ceiling	<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;"></span>		
Walls	<span style="border: 1px solid black; padding: 2px;">Plaster</span>		<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;"></span>		
Floor	<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>		<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;"></span>		

Ceiling Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Supply Grills Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Return Grills Clean	<span style="border: 1px solid black; padding: 2px;">No</span>
Walls Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Supply Duct Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Return Duct Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>
Flooring Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Ceiling at Supply Grills Clean	<span style="border: 1px solid black; padding: 2px;">N/A</span>		
Room Surfaces Clean	<span style="border: 1px solid black; padding: 2px;">No</span>				

Trash Removed	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Exhaust Fans Working	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Unapproved Chemicals / Cleaners in Room	<span style="border: 1px solid black; padding: 2px;">No</span>
Signs of Pests	<span style="border: 1px solid black; padding: 2px;">No</span>	Drain Traps Wet	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Air Fresheners in Room	<span style="border: 1px solid black; padding: 2px;">No</span>
Room Cluttered	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Food if Stored in Room is in Sealed Containers	<span style="border: 1px solid black; padding: 2px;">N/A</span>		

Mechanical Equipment Location	<span style="border: 1px solid black; padding: 2px;">Roof Top</span>	Mechanical Room Clean	<span style="border: 1px solid black; padding: 2px;">N/A</span>
Filters Installed Properly	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Filters Clean	<span style="border: 1px solid black; padding: 2px;">N/A</span>
Condensate Pan Clean	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Cooling Coil Clean	<span style="border: 1px solid black; padding: 2px;">N/A</span>
N/A in this section = Not Accessible			

Fresh Air Intake Location	<span style="border: 1px solid black; padding: 2px;">Roof top</span>	Fresh Air Intake Free of Obstruction	<span style="border: 1px solid black; padding: 2px;">N/A</span>
Pollutant Sources Near Air Intake	<span style="border: 1px solid black; padding: 2px;">None</span>		

**Observations**

Heavy dust on top of cabinets - cardboard and vision test equipment stored on top of cabinets - minor dust on all surfaces - HVAC return grill dirty - Room cluttered with stored equipment and personal items - Humidity slightly elevated.

Previous work order to clean HVAC system EQ09955 not completed yet

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

Clean HVAC Return Grill with Wexcide	▼
Thoroughly clean elevated surfaces	▼
Thoroughly clean ALL surfaces	▼
Remove stored cardboard	▼
Room to cluttered to clean properly	▼
Encourage occupant to reduce clutter	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Repair HVAC to Reduce Humidity Levels	▼
Clean entire HVAC system - unit and drops	▼
Expedite work order EQ09955	▼
	▼
	▼
	▼
	▼

