

## managing risk with responsibility

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July 15, 2013

Signature on File

For Custodial Supervisor Use Only

Custodial Issues Addressed

Custodial Issues Not Addressed

Custodial Issues Not Addressed

FROM: Robert Krickovich, Coordinator I, LEA
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

On June 25, 2013, I conducted an assessment at **Rock Island Annex - 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 Assessment**

June 25, 2013

Time of Day

2:00

**Evaluation Date** 

Rock Island Annex

Outdoor Conditions Tempera	ature 92.1	Relative Humidi	ty 59.1	Ambient CO2	166
	Relative Hum - 78 51.6	idity Range 30% - 60%	<b>CO</b>		ccupants 2
Noticeable Odor No	Visible water da staining?	mage /	le microbial rowth?	Amount of material affected	
Ceiling 2' X 2' Lay in	Yes		Yes	2 ceiling tiles	
Walls Tackboard	No	[	No		
Floor 12" x 12" Vinyl	No	[	No		
Ceiling Clean Yes	HVAC Su Grills Cle			HVAC Return Grills Clean	Yes
Walls Clean Yes Flooring Clean Yes	Inside of Duct Clea			Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling a Grills Cle				
Trash Removed Yes	Exhaust Fans			Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No  Room Cluttered No	Drain Ti Food if Stored in in Sealed Contain	NI/A		Air Fresheners in Room	No
Mechanical Equipment Location				Mechanical Room Clean	
Filters Installed Properly  Condensate Pan Clean	Filter Cooling Co	s Clean il Clean		Inside of HVAC Unit Clean	
Fresh Air Intake Location Pollutant Sources Near Air Intake			▼	Fresh Air Intake Free of Obstruction	
Observations					
Minor staining on 100 square fer grills. A/C recently repaired.	et of floor tile. Dust be	uild up on walls a	t HVAC supp	ly grills and on HVAC sup	ply
Corrective Actions to be Compl	eted by Site Based St	aff Co	rrective Action	ons to be Completed by P	PO
Clean HVAC supply grills with Wexcide		▼			▼
Clean dust from wall surfaces		▼			<b>▼</b>
Strip and clean stained floor tiles  Remove and replace stained ceiling tiles and if		<b>▼</b>			-   ▼
stains return, contact COMP		<u>▼</u>			-   ▼
James Grain, Comact Comi		<u>▼</u>			▼
		▼			▼
		▼			▼

## **IAQ Assessment**

June 25, 2013

Time of Day

2:00

**Evaluation Date** 

Rock Island Annex

Outdoor Conditions Tempera	ture 92.1	Relative Humidity	59.1	Ambient CO2 466	
	nge Relative Humi - 78 59.8	dity Range 30% - 60%	<b>CO</b> <sup>2</sup> 440	Range # Occi MAX 700 > Ambient	upants
Noticeable Odor No	Visible water dan staining?	nage / Visible n grov	nicrobial wth?	Amount of material affected	
Ceiling 2' X 2' Lay in	Yes	Ye	es	4 ceiling tiles	
Walls Tackboard	No	_ N	<u>o</u>		
Floor 12" x 12" Vinyl	No	N	<u>o</u>		
Ceiling Clean Yes	HVAC Sup Grills Clea			HVAC Return Grills Clean	Yes
Walls Clean Yes Flooring Clean Yes	Inside of S Duct Clear	,   AVE		Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Grills Clea	· · · · · · · · · · · · · · · · · · ·			
Trash Removed Yes	Exhaust Fans W	orking N/A		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Tra			Air Fresheners	No
Room Cluttered No	Food if Stored in F in Sealed Contain	NI/A		in Room	<u>'</u>
Mechanical Equipment Location				Mechanical Room Clean	
Filters Installed Properly  Condensate Pan Clean	Filters Cooling Coil			Inside of HVAC Unit Clean	
Fresh Air Intake Location				Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			▼		
Observations					
Humidity level elevated.					
Corrective Actions to be Comple	eted by Site Based Sta			ns to be Completed by PPO	
			Evaluate and repair cause of stained ceiling tiles  Remove and replace stained ceiling tiles		
				reduce humidity level	▼
		<u>▼</u>			<b>▼</b>
		<del>*</del>			▼
		<u> </u>			
		▼			▼

## **IAQ Assessment**

Rock Island Annex Eva	June 25, 201	3 Time of Day 2:00					
Outdoor Conditions Temperature 92.1	Relative Humidity 59.1	Ambient CO2 466					
Fish         Temperature         Range         Relative Hunge           405         72.5         72 - 78         63.6		Range # Occupants  MAX 700 > Ambient					
Noticeable Odor No Visible water d		Amount of material affected					
Ceiling 2' X 2' Lay in No	No						
Walls Tackboard No	No						
Floor 12" x 12" Vinyl No	No						
Ceiling Clean Yes HVAC S Grills Cl		HVAC Return Grills Clean					
Walls Clean Yes Inside o Flooring Clean Yes Duct Cle	f Supply Yes	Inside of Return Duct Clean Yes					
Room Surfaces Yes Ceiling a Clean Grills Cl	at Supply ean Yes						
Trash Removed Yes Exhaust Fans	Working N/A	Unapproved Chemicals / Cleaners in Room					
Signs of Pests No Drain 1	Fraps Wet Yes	Air Fresheners No					
Room Cluttered No Food if Stored in Sealed Conta	I NI/A I	in Room					
Mechanical Equipment Location 407		Mechanical Room Clean Yes					
Filters Installed Properly Yes Filter	ers Clean Yes	Inside of HVAC Unit Clean Yes					
Condensate Pan Clean No Cooling Coil Clean Yes							
Fresh Air Intake Location Side of 407	▼	_   Voc					
Pollutant Sources Near Air Intake none	▼						
Observations							
Ceiling tile missing over door allowing humid untreat mechanical room - pan overflowing. Humidity level or		Standing water on floor of					
mechanical room - pair overnowing. Humbity levere	elevateu.						
Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO  Replace missing ceiling tile							
Clean up standing water		Replace missing ceiling tile ▼  Repair HVAC to reduce humidity level ▼					
	<del>-</del>	ndensate drain and pan ▼					
	<b> </b>	<u> </u>					