

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900 Fax: 754 321-1917

September 16, 2013 Signature on File

TO: Roy Norton, Manager

Physical Plant Operations

FROM: Robert Krickovich, Coordinator I, LEA

Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

| For Custodial Supervisor Use Only |
|-----------------------------------|
| Custodial Issues Addressed |
| Custodial Issues Not Addressed |
| |
| |

On September 12, 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.

| Rock Isla | nd Annex Evaluat | ion Date Septem | ber 12, 2013 | Time of Day | 1:30 |
|---|---|-----------------------|----------------------------|---|---------------|
| Outdoor Conditions Temperatu | re 85.2 R | elative Humidity | 84.6 | Ambient CO2 5 | 522 |
| Fish Temperature Range 401 69.4 72 - 7 | | ty Range 30% - 60% | CO ² 528 | Range # O MAX 700 > Ambient | ccupants 2 |
| Noticeable Odor No Ceiling 2' X 2' Lay in Walls Tack Board Floor 12" x 12" Vinyl | Visible water dama staining? No No No | gro | microbial wth? lo lo | Amount of material affected | |
| Ceiling Clean Yes Walls Clean Yes Flooring Clean No Room Surfaces Clean | HVAC Suppl Grills Clean Inside of Su Duct Clean Ceiling at Su Grills Clean | pply Yes | | HVAC Return Grills Clean Inside of Return Duct Clean | No Yes |
| Trash Removed Yes Signs of Pests No Room Cluttered No | Exhaust Fans Wo Drain Traps Food if Stored in Ro in Sealed Container | s Wet Yes | | Inapproved Chemicals / Cleaners in Room Air Fresheners in Room | No No |
| Mechanical Equipment Location F Filters Installed Properly Yes Condensate Pan Clean No | Filters C Cooling Coil C | | | lechanical Room Clean | Yes |
| Bollutant Sources Near Air | Outside of Room | | ▼ ▼ | Fresh Air Intake Free of Obstruction | Yes |
| Observations | | | | | |
| | | | | | |
| Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO | | | | | |
| Thoroughly clean and sanitize flooring ▼ Condensate pan full and overflowing in room 407 ▼ | | | | | |

| Thoroughly clean and sanitize flooring | ▼ |
|--|----------|
| Remove and replace A/C filters | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |

| Corrective Actions to be Completed by FFO | |
|---|---|
| Condensate pan full and overflowing in room 407 | ▼ |
| Evaluate HVAC unit | ▼ |
| Set temperature to 72 - 78 degrees | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |

Rock Island Annex

Evaluation Date September 12, 2013

Time of Day

1:30

| Outdoor Conditions Temperature 85.2 | Relative Humidity 84.6 Ambient CO2 522 |
|---|--|
| Fish Temperature Range Relative H 402 67.6 72 - 78 66.0 | |
| Noticeable Odor No Visible water staining | |
| Ceiling 2' X 2' Lay in No | No |
| Walls Tack Board No | No |
| Floor 12" x 12" Vinyl No | No No |
| | C Supply S Clean HVAC Return Yes Yes |
| Walls Clean Yes Inside | le of Supply Inside of Return |
| | Yes Duct Clean |
| · · · | ng at Supply s Clean |
| Trash Removed Yes Exhaust Fai | ans Working N/A Unapproved Chemicals / Cleaners in Room No |
| Signs of Pests No Drain | in Traps Wet Yes Air Fresheners No |
| Room Cluttered No Food if Stored in Sealed Con | ed in Room is In Room |
| Mechanical Equipment Location FISH 408 | Mechanical Room Clean Yes |
| Filters Installed Properly Yes Fil | Filters Clean No Inside of HVAC Unit Clean Yes |
| Condensate Pan Clean Yes Cooling | g Coil Clean Yes |
| Fresh Air Intake Location Outside of Room | |
| Pollutant Sources Near Air Intake | of Obstruction ▼ |
| Observations | |
| 2" filter in room 408 last changed 6/11/13 (heavy du | lust and debris) |
| | |
| | |
| Corrective Actions to be Completed by Site Based | |
| Thoroughly clean and sanitize flooring | ▼ Coils on HVAC unit corroded ▼ |
| Clean HVAC supply grills with Wexcide Remove and replace A/C filters | ▼ Evaluate HVAC unit ▼ ▼ Set temperature to 72 - 78 degrees ▼ |
| Remote and replace 700 inters | ▼ Repair HVAC to reduce humidity level ▼ |
| | ▼ |
| | ▼ ▼ |

| Rock Island | <u>Annex</u> Evalu | iation Da | te September | 12, 2013 | Time of Day | 1:30 |
|--|---|-----------|------------------------|----------------------------|--|------|
| Outdoor Conditions Temperature | e 85.2 | Relativ | e Humidity | 84.6 | Ambient CO2 5 | 22 |
| Fish Temperature Range 405 68.7 72 - 78 | | \neg | Range % - 60% | co ² 581 | Range # Oo MAX 700 > Ambient | 2 |
| Noticeable Odor No | Visible water dan staining? | nage / | Visible micr growth | | Amount of material affected | |
| Ceiling 2' X 2' Lay in | Yes | | No |] | 1 tile | |
| Walls Tack Board | No | | No |] | | |
| Floor 12" x 12" Vinyl | No | | No |] | | |
| Ceiling Clean Yes | HVAC Sup Grills Clea | | No | | HVAC Return Grills Clean | Yes |
| Walls Clean Yes Flooring Clean No | Inside of S Duct Clear | | Yes | | Inside of Return Duct Clean | Yes |
| Room Surfaces Yes Clean | Ceiling at Grills Clea | | Yes | | | |
| Trash Removed Yes | Exhaust Fans W | | N/A | | Unapproved Chemicals / Cleaners in Room | No |
| Room Cluttered No | Drain Tra Food if Stored in I in Sealed Contain | Room is | Yes N/A | | Air Fresheners in Room | No |
| Mechanical Equipment Location FIS | SH 407 | | | | Mechanical Room Clean | Yes |
| Filters Installed Properly Yes | Filters | Clean | No | lr | nside of HVAC Unit Clean | Yes |
| Condensate Pan Clean No | Cooling Coi | l Clean | Yes | | | |
| Fresh Air Intake Location | itside of Room | | | ▼ | Fresh Air Intake Free of Obstruction | Yes |
| Pollutant Sources Near Air Intake | ne | | | ▼ | or obstruction | |
| Observations | | | | | | |
| Microbial growth found on floor tile, metal filing cabinet, laminate table tops, on 19 cloth chairs, and inside of glass picture frame. Floor tile, metal, and laminate tops will not support microbial growth if clean. | | | | | | |
| | | | | | | |
| Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO | | | | | | |
| Remove and replace stained ceil | ing tiles and if | ▼ [| | | and overflowing in room | |
| | | | | | ▼ | |

▼

Set temperature to 72 - 78 degrees

Clean Supply Grills with WexcideClean HVAC supply

Remove cloth chairs and have cleaned or discard
Thoroughly clean all surfaces

Remove and replace A/C filters
Thoroughly clean and sanitize flooring

| Rock Island Annex | Evaluation Date | September 12, 2013 | Time of Day 1:30 |) |
|---|-----------------------------------|---------------------------|--|--------|
| Outdoor Conditions Temperature 8 | 35.2 Relative | Humidity 84.6 | Ambient CO2 522 | |
| Fish Temperature Range F 406 71.2 72 - 78 | | Range CO ² 673 | Range # Occu MAX 700 > Ambient | pants |
| Noticeable Odor No Visi | ble water damage / staining? | Visible microbial growth? | Amount of material affected | |
| Ceiling 2' X 2' Lay in | No | No | | |
| Walls Tack Board | No | No | | |
| Floor 12" x 12" Vinyl | No | No | | |
| Ceiling Clean Yes Walls Clean Yes | HVAC Supply Grills Clean | No | HVAC Return Grills Clean | Yes |
| Flooring Clean No | Inside of Supply Duct Clean | Yes | Inside of Return Duct Clean | Yes |
| Room Surfaces Yes Clean | Ceiling at Supply Grills Clean | Yes | | |
| | haust Fans Working | N/A | Unapproved Chemicals / Cleaners in Room | No |
| Signs of Pests No Food | Drain Traps Wet | Yes | Air Fresheners | No |
| | ealed Containers | N/A | in Room | |
| Mechanical Equipment Location FISH 408 | | | Mechanical Room Clean | Yes |
| Filters Installed Properly Yes | Filters Clean | No Ir | nside of HVAC Unit Clean | Yes |
| Condensate Pan Clean Yes | Cooling Coil Clean | Yes | | |
| Fresh Air Intake Location | | ▼ | Fresh Air Intake Free of Obstruction | \neg |
| Pollutant Sources Near Air Intake | | ▼ | | |
| Observations | | | | |
| | | | | |
| | | | | |
| | | | | |
| Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO | | | | |
| Thoroughly clean and sanitize floor | | | AC unit corroded | |
| Clean HVAC supply grills with Wext | | | te HVAC unit | _ ▼ |
| Remove and replace A/C filters | ▼ | | re to 72 - 78 degrees reduce humidity level | ▼ |