

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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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

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
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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.

IAQ Assessment

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 Humidity	Range	CO ²	Range	# Occupants
402	67.6	72 - 78	66.0	30% - 60%	660	MAX 700 > Ambient	3
Noticeable Odor		No	Visible 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	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean	Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean	No	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean	Yes						
Trash Removed	Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests	No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location	FISH 408				Mechanical Room Clean		Yes
Filters Installed Properly	Yes	Filters Clean		No	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean	Yes	Cooling Coil Clean		Yes			
Fresh Air Intake Location	Outside of Room ▼				Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake	None ▼						

Observations

2" filter in room 408 last changed 6/11/13 (heavy dust and debris)

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean and sanitize flooring	▼
Clean HVAC supply grills with Wexcide	▼
Remove and replace A/C filters	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Coils on HVAC unit corroded	▼
Evaluate HVAC unit	▼
Set temperature to 72 - 78 degrees	▼
Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼

IAQ Assessment

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 Humidity	Range	CO ²	Range	# Occupants
405	68.7	72 - 78	59.2	30% - 60%	581	MAX 700 > Ambient	2
Noticeable Odor		No	Visible water damage / staining?		Visible microbial 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 Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean	Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean	No	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean	Yes						
Trash Removed	Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests	No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location	FISH 407					Mechanical Room Clean	Yes
Filters Installed Properly	Yes	Filters Clean		No	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean	No	Cooling Coil Clean		Yes			
Fresh Air Intake Location	Outside of Room ▼					Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	None ▼						

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

Remove and replace stained ceiling tiles and if stains return, contact COMPASS for work order	▼
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	▼
	▼

Corrective Actions to be Completed by PPO

Condensate pan full and overflowing in room 407	▼
Evaluate HVAC unit	▼
Set temperature to 72 - 78 degrees	▼
	▼
	▼
	▼
	▼

