

# RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Director  
Risk Management Department

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January 12, 2015

Signature on File

TO: Roy Norton, Manager  
**Physical Plant Operations**

FROM: Dan Meyer, Project Manager  
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 January 8, 2015, 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, Executive Director, 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 January 8, 2015

Time of Day 10:15 AM

Outdoor Conditions    Temperature 67.7    Relative Humidity 51.3    Ambient CO2 410

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
902	71.3	72 - 78	51.1	30% - 60%	758	MAX 700 > Ambient	18
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		Yes		No		6 tiles	
2' X 4' Lay in		No		No			
Drywall/Tackboard		No		No			
12" x 12" Vinyl		No		No			

Ceiling Clean	<input checked="" type="checkbox"/>	HVAC Supply Grills Clean	<input type="checkbox"/>	HVAC Return Grills Clean	<input type="checkbox"/>
Walls Clean	<input checked="" type="checkbox"/>	Inside of Supply Duct Clean	<input checked="" type="checkbox"/>	Inside of Return Duct Clean	<input checked="" type="checkbox"/>
Flooring Clean	<input checked="" type="checkbox"/>	Ceiling at Supply Grills Clean	<input type="checkbox"/>		
Room Surfaces Clean	<input type="checkbox"/>				

Trash Removed	<input checked="" type="checkbox"/>	Exhaust Fans Working	<input checked="" type="checkbox"/>	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/>
Signs of Pests	<input type="checkbox"/>	Drain Traps Wet	<input type="checkbox"/>	Air Fresheners in Room	<input type="checkbox"/>
Room Cluttered	<input type="checkbox"/>	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/>		

Mechanical Equipment Location	FISH #907	Mechanical Room Clean	<input checked="" type="checkbox"/>
Filters Installed Properly	<input type="checkbox"/>	Filters Clean	<input type="checkbox"/>
Condensate Pan Clean	<input checked="" type="checkbox"/>	Cooling Coil Clean	<input checked="" type="checkbox"/>
		Inside of HVAC Unit Clean	<input type="checkbox"/>

Fresh Air Intake Location	Over top of exterior mechanical room door	Fresh Air Intake Free of Obstruction	<input checked="" type="checkbox"/>
Pollutant Sources Near Air Intake	No		

**Observations**

**Strong odor of sewer gas in custodial closet. Old mop bucket in room not used. Room surfaces are extremely dusty. Both supply and return grills need to be cleaned. Dust on ceiling tiles at supply grills. Water stained ceiling tiles need to be changed. Air filters in mechanical room needed to be changed. Lined duct work in mechanical room need to be repaired. (Return ductwork insulation below air handler)**

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

Clean dust and debris from ceilings	▼
Remove and replace stained ceiling tiles	▼
Thoroughly clean all surfaces	▼
Replace filters	▼
Clean HVAC supply and return grills with Wexcide	▼
Clean dust from perimeter ceiling grid	▼
Run water in sinks and floor drains monthly	▼

**Corrective Actions to be Completed by PPO**

Remove insulation from inside HVAC system due	▼
to visible microbial growth	▼
Evaluate and repair return air ductwork	▼
	▼
	▼
	▼
	▼