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Risk Management Department

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August 2, 2012

Signature on File

TO: Roy Norton, Manager  
**Administrative Sites**

FROM: Richard Rosa, Project Manager  
Facilities Design and Construction

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
_____	
_____	

On October 10, 2011, I conducted an assessment at **Sawgrass Administration Office**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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: Directors, School Performance & Accountability  
Shelley Meloni, Executive Director, Facilities Design and Construction  
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division  
Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division  
Aston Henry, Supervisor, Risk Management  
Sonja Coley, Senior Project Manager, Facilities Design and Construction  
Broward Teachers Union  
Federation of Public Employees

RR/jg  
Enc.

# IAQ Assessment

Sawgrass Administration Office

Location Number   
 Evaluation Requested   
 Evaluation Date

Time of Day

Outdoor Conditions      Temperature       Relative Humidity       Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="157"/>	<input type="text" value="77.1"/>	<input type="text" value="72 - 78"/>	<input type="text" value="47.3"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="714"/>	<input type="text" value="Max 700 &gt; Ambient"/>	<input type="text"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>	
Ceiling Type	<input type="text" value="2 x 2 Lay in"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>		
Wall Type	<input type="text" value="Cubicle format"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>		
Flooring	<input type="text" value="Carpet"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Flooring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Clean appropriately"/>
HVAC Supply Grills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HVAC Return Grills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Clean appropriately"/>
Ceiling at Supply Grills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Surfaces in Room	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Clean appropriately"/>

**Observations**

**Findings**

- FISH 157- Dust build up on HVAC return grills
- FISH 157- Dust build up on surfaces
- FISH 157-Dust and debris on carpeting

**Site Based Maintenance**

- FISH 157 -areas need to be vacuumed and dusted by cleaning personnel on a regular basis.