

Aston A. Henry, Task Assigned Director

## managing risk with responsibility

754 321-1900

Telephone:

Risk Managem	ent Department	Fax: 754 321-1917
April 22, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Vicky Saldala, Director ESOL Department	Custodial Issues Addressed  Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 3, 2013, I conducted an assessment at the ESOL Department. 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 Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division Aston Henry, Task Assigned Director, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

## **IAQ Assessment**

Outdoor Conditions Temperature 85.8 Relative Humidity 52.5 Ambient CO2 419  Fish Temperature Range P-461C 76.8 72 - 78 55 30% - 60% 772 MAX 700 > Ambient CO2 MAX 700 > Ambient
P-461C   76.8   72 - 78   55   30% - 60%   772   MAX 700 > Ambient
Noticeable Odor No staining? growth? material affected  Ceiling 2' x 4' Yes No various stains by lights  Walls Tack Board No No No No HVAC Supply Grills Clean Flooring Clean Yes Inside of Supply Duct Clean No Ceiling at Supply No Ceiling at
Walls Tack Board No No No Tour 12" x 12" Vinyl No No No Tour 12" x 12" Vinyl No No No Tour 12" x 12" Vinyl No No No No Tour 12" x 12" Vinyl No No No Tour 12" x 12" Vinyl No No No Tour 12" x 12" Vinyl No No No No Tour 12" x 12" Vinyl No No Tour 12" x 12" v
Floor 12" x 12" Vinyl No No HVAC Supply No Grills Clean No Grills Clean No Inside of Supply Duct Clean No No Ceiling at Supply N/A
Ceiling Clean No HVAC Supply No Grills Clean No Grills Clean No HVAC Return Grills Clean No HVAC Return Grills Clean No HVAC Return Grills Clean No Ceiling Clean No Ceiling at Supply N/A N/A N/A
Walls Clean  Yes  Inside of Supply Duct Clean  No  Grills Clean  No  Grills Clean  No  Inside of Return Duct Clean  No  Ceiling at Supply N/A
Flooring Clean  Yes  Inside of Supply Duct Clean  N/A  Room Surfaces  No  Ceiling at Supply N/A
1 110
Trash Removed Yes Exhaust Fans Working N/A Unapproved Chemicals / Cleaners in Room No
Signs of Pests No Drain Traps Wet N/A Air Fresheners No
Room Cluttered No Food if Stored in Room is in Room in Sealed Containers
Mechanical Equipment Location Window unit Mechanical Room Clean N/A
Filters Installed Properly Yes Filters Clean Yes Inside of HVAC Unit Clean N/A
Condensate Pan Clean N/A Cooling Coil Clean No
Fresh Air Intake Location  Window unit  Fresh Air Intake Free of Obstruction  Yes
Pollutant Sources Near Air Intake
Observations
Ceiling stains are due to earlier cold temperatures in occupied room coupled with the warm temperatures above the drop ceiling causing condensation to form, hence, ceiling stains. The custodian has been advised to change out ceiling tiles.
Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO
Replace stained ceiling tiles by ceiling lights ▼ Evaluate the cleaning of both HVAC coils ▼
Thoroughly clean horizontal surfaces ▼  Vacuum/wexcide window unit grills on both units ▼  ▼
vacuumwexcide window unit grins on both units   v
V