

managing risk with responsibility

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March 19, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Roy Norton, Manager Physical Plant Operations	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 14, 2014, I conducted an assessment at **South Area Portable Annex/Multicultural.** 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.

Outdoor Conditions Temperatur	re 80.9 Relative	Humidity 34.8	Ambient CO2 4	61
Fish Temperature Rang P-170C 67.4 72 - 7	, <u> </u>	Range <u>CO</u> % - 60% 478		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 2' Lay in	No	No		
Walls Homasote	Yes	Yes	10 sq ft	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	No	Inside of Return Duct Clean	N/A
Room Surfaces No Clean	Ceiling at Supply Grills Clean	N/a		
Trash Removed N/A	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 Yes	Food if Stored in Room is in Sealed Containers	N/A	in Room	INU
Mechanical Equipment Location	/indow unit		Mechanical Room Clean	N/A
Filters Installed Properly Yes	Filters Clean	No	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	Yes		
Fresh Air Intake Location	▼	Fresh Air Intake Free of Obstruction	Yes	
Pollutant Sources Near Air Intake	0	▼	Oi Obstruction	

Observations

This portable is being used as a storage portable and all contents are being relocated to another site. Site based staff to continue to wipe microbial growth from wall surfaces. South area Maintenance to evaluate wall surfaces exterior and interior for additional repair. I recommended that one of two window unit HVAC's be turned off. Once all storage has been removed, a complete thorough cleaning is needed.

Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be completed by one Based claim			
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Corrective Actions to be Completed by PPO

Confective Actions to be completed by 11 C		
Evaluate and repair cause of water damage	▶	
Remove and replace wall material as necessary		
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