

Aston A. Henry, Task Assigned Director
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

May 2, 2013

Signature on File

TO: Roy Norton, Manager
Physical Plant Operations

FROM: Robert Krickovich, Coordinator I, LEA
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 April 25, 2013, I conducted an assessment at **Technology Support Services**. 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, Supervisor, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RK/tc
Enc.

IAQ Assessment

Technology Support Services

Evaluation Date April 25, 2013

Time of Day 1:30

Outdoor Conditions Temperature 87.0

Relative Humidity 34.3

Ambient CO2 449

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
203	74.8	72 - 78	41.3	30% - 60%	1049	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall		No		No		
Floor	Carpet		No		No		

Ceiling Clean	Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	Yes
Walls Clean	Yes	Inside of Supply Duct Clean	No	Inside of Return Duct Clean	Yes
Flooring Clean	No	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

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 in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	FISH 221		Mechanical Room Clean	Yes	
Filters Installed Properly	No	Filters Clean	No	Inside of HVAC Unit Clean	No
Condensate Pan Clean	No	Cooling Coil Clean	No		

Fresh Air Intake Location	Roof top ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	None ▼		

Observations

Heavy dust on surfaces - Carpet dirty / stained - Cloth cubicle walls stained - HVAC supply grills dirty - inside of supply duct dirty - HVAC unit in 221 filters extremely dirty - filters do not fill opening (allowing air by-pass) - cooling coil has heavy dust build up and debris stuck to coil - Inside of unit dirty.

Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply grills with Wexcide	▼
Remove and replace A/C filters	▼
Install proper size A/C filters	▼
Thoroughly clean all surfaces	▼
Thoroughly clean and sanitize flooring	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Repair HVAC to reduce CO2 level	▼
Thoroughly clean HVAC unit and coils	▼
Clean HVAC supply drops in work area	▼
Provide proper size filters or supply filler panels	▼
	▼
	▼
	▼