## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT

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| April 19, 201 | 6 Signature on File <b>REVISED</b>                                       | For Custodial Supervisor Use Only |
|---------------|--|-----------------------------------|
| TO:           | Lisa Collins, Customer Service Specialist                                | Custodial Issues Addressed        |
|               | IT Financial Services Unit   | Custodial Issues Not Addressed    |
| FROM:         | Daniel Meyer, Project Manger<br>Environmental Health & Safety Department |                                   |
| SUBJECT:      | Indoor Air Quality (IAQ) Assessment                                      |                                   |

On April 7, 2016, I conducted an assessment at **Technical Support Services Center.** 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 754-321-4200.

DM:smn

Enc.

cc: Shelley Meloni, Director, Pre-Construction
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
Broward Teachers Union
Federation of Public Employees
Gerald Devio, Supervisor II Custodial
Benjamin Osborne, Supervisor II Custodial
Rich Volpi, Supervisor II Custodial
Mark Murray, Supervisor II Custodial
Sam Bays, Director, Maintenance Operations
Kurt Wirz, Area Manager Trades

## **IAQ Assessment**

| Technology Suppo   | rt Services Evaluation Dat                                     | e April 7, 2016                  | Time of Day10:                             | 30 AM    |  |
|--|--|----------------------------------|--|----------|--|
| Outdoor Conditions Tempera   | ture 81.4 Relative   | Humidity 55.3                    | Ambient CO2 4                              | 10       |  |
|  |  | Range CO <sup>2</sup><br>% - 60% | Range # Oc<br>MAX 700 ><br>Ambient         | ccupants |  |
| Noticeable Odor Yes  | Visible water damage / staining?                               | Visible microbial growth?        | Amount of material affected                |          |  |
| Ceiling 2' X 4' Lay in  Walls Drywall/partition  | No No  | No No                            |  |          |  |
| Floor Carpet   | No   | No                               |  |          |  |
| Ceiling Clean Yes Walls Clean Yes  | HVAC Supply<br>Grills Clean                                    | No                               | HVAC Return<br>Grills Clean                | Yes      |  |
| Flooring Clean Yes   | Inside of Supply<br>Duct Clean                                 | Yes                              | Inside of Return<br>Duct Clean             | Yes      |  |
| Room Surfaces Yes Clean  | Ceiling at Supply<br>Grills Clean                              | Yes                              |  |          |  |
| Trash Removed Yes  | Exhaust Fans Working   | N/A                              | Unapproved Chemicals /<br>Cleaners in Room | No       |  |
| Signs of Pests No  Room Cluttered Yes  | Drain Traps Wet Food if Stored in Room is in Sealed Containers | N/A                              | Air Fresheners<br>in Room                  | No       |  |
| Mechanical Equipment Location  | FISH #221  |                                  | Mechanical Room Clean                      | Yes      |  |
| Filters Installed Properly Yes   | Filters Clean  | Yes                              | Inside of HVAC Unit Clean                  | Yes      |  |
| Condensate Pan Clean Yes   | Cooling Coil Clean   | Yes                              |  |          |  |
| Fresh Air Intake Location  Pollutant Sources Near Air Intake   | Ducted to roof-top   | ▼                                | Fresh Air Intake Free of Obstruction       | Yes      |  |
| Observations   |  |                                  |  | <u> </u> |  |
| FISH #228A - Books stored in hallway should be locatedin storage area. Supply grills need to be wiped clean. FISH #223 - Cardboard boxes stored in this Area FISH #225 - Cardboard boxes stored in this Area |  |                                  |  |          |  |
| Store books and cardboard boxes in assigned / ventilated areas.  |  |                                  |  |          |  |
| Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO  |  |                                  |  |          |  |
| Clean Supply Crills with waveids   |  |                                  |  |          |  |

| Clean Supply Grills with wexcide              | ▼ |  |
|---|---|--|
| Remove storage from Rooms / intended use only |   |  |
| ROOM-TEMPHUMIDITY-CO2                         | ▼ |  |
| 228A - 74.4 - 44.7 - 1135                     | ▼ |  |
| 205 - 73.6 - 41.3 - 1036                      | ▼ |  |
| 223 - 74.1 - 45.6 - 1003                      | ▼ |  |
| 225 - 71.8 - 52.0 - 1150                      | ▼ |  |
|   | ▼ |  |

| Corrective Actions to be completed by 1.1.6  |   |
|--|---|
| Evaluate A/C coil for replacement            | ▼ |
| Repair HVAC to reduce CO2 level in this Area | ▼ |
|  | ▼ |
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## **IAQ Assessment**

| Technology Support Service  | Evaluation Date   | April 7, 2016                       | Time of Day 10:30 /                        | AΜ    |  |
|---|---|-------------------------------------|--|-------|--|
| Outdoor Conditions Temperature  | 81.4 Relative   | Humidity 55.3                       | Ambient CO2 410                            |       |  |
| Fish Temperature Range  3rd floor 72 - 78   | Ī   | Range <u>CO</u><br>% - 60%          | Range # Occu MAX 700 > Ambient             | pants |  |
| Noticeable Odor Yes Vi  | sible water damage /<br>staining?                         | Visible microbial growth?           | Amount of material affected                |       |  |
| Ceiling 2' X 4' Lay in  | No  | No                                  |  |       |  |
| Walls Drywall/Partition   | No  | No                                  |  |       |  |
| Floor Carpet  | No  | No                                  |  |       |  |
| Ceiling Clean Yes Walls Clean Yes   | HVAC Supply<br>Grills Clean                               | No                                  | Gillis Clean —                             | No    |  |
| Flooring Clean Yes  | Inside of Supply<br>Duct Clean                            | Yes                                 | Inside of Return Duct Clean                | Yes   |  |
| Room Surfaces Yes Clean   | Ceiling at Supply<br>Grills Clean                         | Yes                                 |  |       |  |
|   | Exhaust Fans Working                                      | N/A                                 | Unapproved Chemicals /<br>Cleaners in Room | No    |  |
| Koom Clatteroa 100  | Drain Traps Wet od if Stored in Room is Sealed Containers | N/A                                 | Air Fresheners<br>in Room                  | No    |  |
| Mechanical Equipment Location FISH #3   | 18  |                                     | Mechanical Room Clean                      | Yes   |  |
| Filters Installed Properly Yes  | Filters Clean   | Yes                                 | Inside of HVAC Unit Clean                  | Yes   |  |
| Condensate Pan Clean Yes  | Cooling Coil Clean  | Yes                                 |  |       |  |
| Pollutant Sources Near Air  | to roof-top   | ▼                                   | Fresh Air Intake Free of Obstruction       | Yes   |  |
| Intake  |   |                                     |  |       |  |
| Observations FISH #303 - Temp. 74.4 Humidity 67.8 CO2 FISH #319 - Temp. 74.0 Humidity 67.3 CO2 FISH #369 - Temp. 74.1 Humidity 52.3 CO2 | 2 1022 - Carpet in this                                   |                                     | ned  |       |  |
|   |   |                                     |  |       |  |
| Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO                                       |   |                                     |  |       |  |
| Clean carpet - identified areas ▼   |   | Evaluate A/C coil for replacement ▼ |  | ▼     |  |
| g g g   |   |                                     |  |       |  |
|   | ▼   |                                     |  | ▼ ▼   |  |