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

## **TELEPHONE (754) 321-4200**

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| February 15, | 2017 Signature on File  | For Custodial Supervisor Use Only |  |  |
|--------------|---|-----------------------------------|--|--|
| 2            |   | Custodial Issues Addressed        |  |  |
| TO:          | Lisa Collins, Budget Support Specialist<br><b>Technical Support Services Center</b> | Custodial Issues Not Addressed    |  |  |
| FROM:        | Dan Meyer, Project Manager<br>Environmental Health & Safety Department              |                                   |  |  |
| SUBJECT:     | Indoor Air Quality (IAQ) Assessment   |                                   |  |  |

On February 14, 2017, I conducted an assessment at **Technical Support Services Center**, **2**<sup>nd</sup> **floor**. 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 754-321-4200.

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 Mark Murray, Supervisor II Custodial Sam Bays, Director, Maintenance Operations Kurt Wirz, Area Manager Trades

| IAQ Assessment  |  |  |  |          |  |  |
|---|--|--|--|----------|--|--|
| Technology Supp   | oort Services Evaluation Da  | te February 14, 2017                     | Time of Day 10:                            | 00 AM    |  |  |
| Outdoor Conditions Temper   | ature 73.9 Relative  | e Humidity 80.3                          | Ambient CO2 5                              | 63       |  |  |
|   |  | Range       CO         % - 60%       984 |  | ccupants |  |  |
| Noticeable OdorNoCeiling2' X 4' Lay inWallsFolding Partition      | Visible water damage /<br>staining?<br>No<br>No                      | Visible microbial<br>growth?<br>No<br>No | Amount of<br>material affected             |          |  |  |
| Floor Carpet  | No   | No                                       |  |          |  |  |
| Ceiling Clean Yes<br>Walls Clean Yes                              | HVAC Supply<br>Grills Clean  | Yes                                      | 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 No<br>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 No                             | Drain Traps Wet<br>Food if Stored in Room is<br>in Sealed Containers | N/A<br>N/A                               | Air Fresheners<br>in Room                  | No       |  |  |
| Mechanical Equipment Location                                     | FISH #221  |  | Mechanical Room Clean                      | Yes      |  |  |
| Filters Installed Properly  | s Filters Clean  | Yes                                      | Inside of HVAC Unit Clean                  | Yes      |  |  |
| Condensate Pan Clean Yes  | s Cooling Coil Clean   | Yes                                      |  |          |  |  |
| Fresh Air Intake Location<br>Pollutant Sources Near Air<br>Intake | Ducted to roof-top<br>No   | ▼<br>▼                                   | Fresh Air Intake Free of Obstruction       | Yes      |  |  |
| Observations  |  |  |  |          |  |  |
|   | nicrobial growth. Live plant mus<br>lids. Reduce items in office so  |  |  | ore      |  |  |

Corrective Actions to be Completed by Site Based Staff

| confective Actions to be completed by Site Dased Stan |   |  |
|---|---|--|
| Clean dust from room surfaces                         | ▼ |  |
| Remove live plant from office                         | ▼ |  |
| Reduce cardboard                                      | ▼ |  |
| Reduce items so office can be cleaned propoerly       | ▼ |  |
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Corrective Actions to be Completed by PPO

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