

SUBJECT:

managing risk with responsibility

Aston A. Henry, Director Telephone: 754 321-1900 Risk Management Department Fax: 754 321-1917

August 8, 2013	Signature on File	
11ugust 0, 2010	Organizati Valante	For Custodial Supervisor Use Only
TO:	Roy Norton, Manager Physical Plant Operations Robert Krickovich, Coordinator I, LEA	Custodial Issues Addressed
		Custodial Issues Not Addressed
FROM:		
	Risk Management Department	

On August 7, 2013, I conducted an assessment at **Twin Lakes Administration – PPO Sign Shop.** Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

Indoor Air Quality (IAQ) Assessment

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.

IAQ Assessment

Twin Lakes Administra	tion Evaluation Date August	7, 2013 Time of Day 2:00		
Outdoor Conditions Temperature	89.0 Relative Humidity	67.3 Ambient CO2 489		
Fish Temperature Range 166A 74.6 72 - 78	Relative Humidity Range 59.7 30% - 60%	CO ² Range # Occupants 501 MAX 700 > 2 Ambient		
Noticeable Odor Yes	Visible water damage / Visible mi staining? growt			
Ceiling 2' X 2' Lay in	No			
Walls Tack Board	No			
Floor 12" x 12" Vinyl	No No			
Ceiling Clean Yes	HVAC Supply Grills Clean Yes	HVAC Return Grills Clean Yes		
Walls Clean Yes Flooring Clean Yes	Inside of Supply Duct Clean	Inside of Return Duct Clean		
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean			
Trash Removed Yes	Exhaust Fans Working N/A	Unapproved Chemicals / Cleaners in Room		
Signs of Pests No	Drain Traps Wet N/A	Air Fresheners No		
itooiii olalioioa Ito	Food if Stored in Room is n Sealed Containers	in Room		
Mechanical Equipment Location Wall Mounted Unit Mechanical Room Clean N/A				
Filters Installed Properly Yes	Filters Clean No	Inside of HVAC Unit Clean No		
Condensate Pan Clean N/A Cooling Coil Clean N/A				
Fresh Air Intake Location Outsic	de of Unit	Fresh Air Intake Free		
Pollutant Sources Near Air Inside	of Sign Shop	of Obstruction Tes		
Observations				
Sign Shop - Odor of laminator and poly cutter / router in room - Dust and debris inside A/C unit - dust and debris inside of HVAC supply grills - dust and debris build up on A/C filter - dust build up on ceiling in front of A/C unit -				
If complaint of odor returns, laminator and poly cutting equipment will have to be removed from the office.				
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO				
Clean ceiling in front of A/C unit Clean inside of A/C unit Clean insi				
Set A/C unit for fresh air ▼				
Remove and replace A/C filte	ers 🔻	▼		
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