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Risk Management Department

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October 10, 2008

Signature on File

TO: Mrs. Tracy Lockhart-Talley, Principal
Charles Drew Family Resource Center

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
Portable 550C, 590C and 841CT

For Custodial Supervisor Use Only	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On October 7, 2008 I conducted an assessment of Portable 550C, 590C and 841CT at Charles Drew Family Resource Center. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

Generally, the IAQ Assessment did not identify any existing conditions significantly impacting IAQ and thereby 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 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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-3200.

cc: Dr. Leontine Butler, Area Superintendent
Dr. Desmond Blackburn, Area Director
Jeffrey S. Moquin, Director, Risk Management
Robert Goode, Project Manager, Facilities and Construction Management
Lynn Cavall, Broward Teachers Union
Roy Jarrett, National Federation of Public and Private Employees
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Charles Drew Family Resource Center

Location Number 0301
 Evaluation Requested October 2, 2008
 Evaluation Date October 7, 2008

Time of Day 8:15 am

Outdoor Conditions Temperature 83.1 Relative Humidity 68.3 Ambient CO2 385

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
P-550C	77.6	72 - 78	51.2	30% - 60%	416	Max 700 > Ambient	4
Noticeable Odor	No		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	2 x 4 Lay In		Yes	No	4 stained ceiling tiles		
Wall Type	Wood		No	No	None		
Flooring	12 x 12 Vinyl		No	No	None		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	No	Yes	Yes	Remove and replace ceiling tiles
Walls	No	Yes	Yes	Clean as appropriate
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	Yes	No	No	

Observations

Findings:

- 4 stained ceiling tiles
- Dust and debris on window sills
- Visible microbial growth on exterior of portable

Recommendations:

Site Based Maintenance:

- Remove and replace stained ceiling tiles. If stains return contact COMPASS to generate a work order to evaluate and for cause and repair as appropriate.
- Thoroughly clean window sills
- Pressure clean exterior of portable
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Charles Drew Family Resource Center

Location Number
 Evaluation Requested
 Evaluation Date

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="P-590C"/>	<input type="text" value="80.3"/>	<input type="text" value="72 - 78"/>	<input type="text" value="63.4"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="375"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="2"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Wood"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings:

- 3 potted plants with visible microbial growth
- Both A/C units were off at the time of the assessment
- Non-approved chemicals in room - potpourri
- Dust build up on environmental surfaces

Recommendations:

Site Based Maintenance:

- Remove potted plants from room. Soil is a source of microbial growth.
- Ensure that both A/C units remain on during occupied hours and one A/C unit is on during unoccupied hours
- Remove non-approved chemicals from room - potpourri
- Thoroughly clean environmental surfaces throughout the room
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number 0301
 Evaluation Requested October 2, 2008
 Evaluation Date October 7, 2008

Charles Drew Family Resource Center

Time of Day 8:15 am

Outdoor Conditions Temperature 83.1 Relative Humidity 68.3 Ambient CO2 385

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
P-841CT		72 - 78		30% - 60%		Max 700 > Ambient	
Noticeable Odor	No		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	Wood panel		Yes	No	Various		
Wall Type	Plastic		Yes	No	Various		
Flooring	12 x 12 Vinyl		No	No	None		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	No	Yes	Yes	Work orders generated
Walls	No	Yes	Yes	Work orders generated
Flooring	No	Yes	Yes	Clean and sanitize
HVAC Supply Grills	No	Yes	Yes	Clean with Wexcide disinfectant
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	No	Yes	Yes	Work orders generated
Surfaces in Room	Yes	No	No	

Observations

Findings: (women's restroom)

- Visible signs of water intrusion - walls buckling, ceiling stained
- Dust and debris on HVAC supply grills
- Glue seeping up through floor seams

Recommendations:

Site Based Maintenance:

- Clean HVAC supply grills with Wexcide disinfectant solution
- Thoroughly clean and sanitize floor to remove glue
- Monitor progress of work orders
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

- Work orders generated by staff - J326819 and J328174 to address issues