

managing risk with responsibility

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December 3, 2013 Signature on File

TO: Tracy Lockhart-Talley, Principal

Charles Drew Family Resource Center

FROM: Robert Krickovich, Coordinator I, LEA

Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>Fo</u>	r Custodial Supervisor Use Only
	Custodial Issues Addressed
	Custodial Issues Not Addressed

On November 21, 2013, I conducted an assessment at **Charles Drew Family Resource 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 754-321-1907.

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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

Thoroughly clean and sanitize flooring	▼
Thoroughly clean horizontal surfaces	•
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Replace caulk at sink	▼
	▼
	▼
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IAQ Assessment

Drew, Charles Family Resource Center

Evaluation Date November 21, 2013

Time of Day

1:00

Fish Temperature Range Relative Humidity Range CO² Range # Occupa 801 74.1 72 - 78 42.3 30% - 60% 1558 MAX 700 > 10	
Ambient	ints
Noticeable Odor Yes Visible water damage / Staining? Visible microbial growth? Mo Amount of material affected	
Walls Tackboard No No Floor 12" x 12" Vinyl No No	
Ceiling Clean No HVAC Supply Yes HVAC Return Grills Clean Ye	s
Walls Clean Yes Inside of Supply Flooring Clean Yes Unside of Return Duct Clean N/A	Α
Room Surfaces Ceiling at Supply Clean Grills Clean	
Trash Removed Yes Exhaust Fans Working Yes Unapproved Chemicals / Cleaners in Room	0
Signs of Pests No Drain Traps Wet Yes Room Cluttered No Food if Stored in Room is in Sealed Containers No Drain Traps Wet Yes Air Fresheners in Room	0
Mechanical Equipment Location Floor Mounted Fan Coil Mechanical Room Clean N/A	A
Filters Installed Properly N/A Filters Clean N/A Inside of HVAC Unit Clean N/A Cooling Coil Clean N/A	Α
Fresh Air Intake Location Pollutant Sources Near Air None Outside of unit Fresh Air Intake Free of Obstruction Ye	s
Observations	
Dust and dirt build up on ceiling over fan coil unit - CO2 slightly elevated- condensate leaking out of unit onto walk	way
Compating Actions to be Completed by Cita Based Claff	
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO Repair HVAC to reduce CO2 level	T
▼ Clean ceiling with HEPA vacuum	▼
▼ Repair condensate drain	▼ ▼
▼	▼
	▼
	▼

IAQ Assessment

Drew, Charles Family Resource Center

Evaluation Date November 21, 2013

Time of Day

1:00

Outdoor Conditions Ter	mperature 81.5	Relative Humidi	ty 79.6	Ambient CO2	161
Fish Temperature 804 70.7	Range Relative Hur 72 - 78 42.7	30% - 60%	CO ²		ccupants
Noticeable Odor No	Visible water d	airiago /	le microbial rowth?	Amount of material affected	
Ceiling Drywall Walls Homasote	No No	L T	No No		
Floor 12" x 12" Vinyl			No		
Ceiling Clean No	HVAC S Grills Cl			HVAC Return Grills Clean	Yes
Walls Clean Yes Flooring Clean Yes	Inside of Duct Cle			Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling a Grills Cl	at Supply ean N/a			
Trash Removed Yes	Exhaust Fans	Working Yes		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered No	Drain T Food if Stored i	raps Wet Yes		Air Fresheners in Room	No
	in Sealed Conta	iners		III Kooiii	
Mechanical Equipment Loca	ation Floor Mounted Fan	Coil		Mechanical Room Clean	N/A
Filters Installed Properly Condensate Pan Clean		ers Clean N/A oil Clean N/A		Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A Cooling C	on Clean N/A			
Fresh Air Intake Location Pollutant Sources Near Air	Outside of unit		▼	Fresh Air Intake Free of Obstruction	Yes
Intake	None		▼		
Observations	eiling over fan coil unit - C	O2 slightly elevate	ed.		
and and and and ap on a		oz ongmiy olovato			
Corrective Actions to be C	Completed by Site Based S	taff Co		ns to be Completed by P to reduce CO2 level	PO ▼
		▼		g with HEPA vacuum	▼
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