

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

March 9, 2015 **Signature on File**

TO: Bardetta Haygood, Principal
 Hallandale Adult

FROM: Richard Rosa, Project Manager
 Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

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

On March 2, 2015, I conducted an assessment at **New River Circle Annex**. 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 754-321-1900.

cc: Shelley Meloni, Executive Director, 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

RR/jj
Enc.

IAQ Assessment

New River Circle Annex

Evaluation Date

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
<input type="text" value="339P"/>	<input type="text" value="80.0"/>	<input type="text" value="72 - 78"/>	<input type="text" value="55.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="667"/>	<input type="text" value="MAX 700 > Ambient"/>	<input type="text"/>
Noticeable Odor		<input type="text" value="No"/>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<input type="text" value="2' X 4' Lay in"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="2 stains"/>
Walls	<input type="text" value="Tack Board"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Floor	<input 12"="" type="text" value="12" vinyl"="" x=""/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Ceiling Clean		<input type="text" value="No"/>	HVAC Supply Grills Clean		<input type="text" value="Yes"/>	HVAC Return Grills Clean	
Walls Clean		<input type="text" value="Yes"/>	Inside of Supply Duct Clean		<input type="text" value="N/A"/>	Inside of Return Duct Clean	
Flooring Clean		<input type="text" value="No"/>	Ceiling at Supply Grills Clean		<input type="text" value="Yes"/>		
Room Surfaces Clean		<input type="text" value="No"/>					
Trash Removed		<input type="text" value="Yes"/>	Exhaust Fans Working		<input type="text" value="Yes"/>	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		<input type="text" value="Yes"/>	Drain Traps Wet		<input type="text" value="N/A"/>	Air Fresheners in Room	
Room Cluttered		<input type="text" value="No"/>	Food if Stored in Room is in Sealed Containers		<input type="text" value="N/A"/>		
Mechanical Equipment Location			<input type="text" value="Window units"/>			Mechanical Room Clean	
Filters Installed Properly		<input type="text" value="Yes"/>	Filters Clean		<input type="text" value="Yes"/>	Inside of HVAC Unit Clean	
Condensate Pan Clean		<input type="text" value="Yes"/>	Cooling Coil Clean		<input type="text" value="Yes"/>		
Fresh Air Intake Location			<input type="text" value="Window unit"/>			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			<input type="text" value="No"/>			<input type="text" value="Yes"/>	

Observations

339P is Portable #7 HVAC window units were secured at the time of assessment

Ceiling stains appear to be from condensation

Ants were observed crawling on the North interior wall adjacent to the exterior door

Air fresheners were observed during assessment

Rusted ceiling grid...ceiling stains adjacent to lighting fixtures

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles by ceiling lights	▼
Floor needs sweeping in tight spots	▼
Thoroughly clean horizontal surfaces	▼
Call work order for pest control	▼
Wipe doors stains with wexcide after repairs	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate the ext. door window for water intrusion	▼
and repair	▼
See Observations for additional information	▼
	▼
	▼
	▼
	▼

IAQ Assessment

New River Circle Annex

Evaluation Date March 2, 2015

Time of Day 11:15 AM

Outdoor Conditions Temperature 80.1 Relative Humidity 64.6 Ambient CO2 417

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
396C	69.5	72 - 78	52.3	30% - 60%	435	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		Yes		No		2 stains
Walls	Tack Board		Yes		No		
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No
Walls Clean	No	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A
Flooring Clean	No	Ceiling at Supply Grills Clean	N/a		
Room Surfaces Clean	No				

Trash Removed	N/A	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Window units		Mechanical Room Clean	N/A	
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	Yes	Cooling Coil Clean	Yes		

Fresh Air Intake Location	Window unit ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

396C is Portable #8 This is a storage room

Evaluate ceiling stains South portion of the portable. Wipe tack board surfaces with wexcide under the East Window unit and monitor.

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles after repairs	▼
Wipe down wall stain and monitor	▼
Thoroughly clean and sanitize flooring	▼
Clean dust buildup on horizontal surfaces	▼
Vacuum/wexcide window unit grills	▼
Monitor thermostat in room 72 degrees	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair Cause of Stained Ceiling Tiles	▼
Repair East HVAC unit from leaking on interior wall	▼
Evaluate a breach in the exterior SW soffit	▼
and repair	▼
	▼
	▼
	▼

IAQ Assessment

New River Circle Annex

Evaluation Date March 2, 2015

Time of Day 12:00 PM

Outdoor Conditions Temperature 80.1 Relative Humidity 64.6 Ambient CO2 417

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
QP212C	64.9	72 - 78	63.2	30% - 60%	436	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		Yes		No		6 stains
Walls	Tack Board		No		No		
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		No	HVAC Supply Grills Clean		No	HVAC Return Grills Clean	
Walls Clean		No	Inside of Supply Duct Clean		N/A	Inside of Return Duct Clean	
Flooring Clean		No	Ceiling at Supply Grills Clean		N/a		
Room Surfaces Clean		No					
Trash Removed		N/A	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room	
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A		
Mechanical Equipment Location			3 Window units			Mechanical Room Clean	
Filters Installed Properly		Yes	Filters Clean		No	Inside of HVAC Unit Clean	
Condensate Pan Clean		Yes	Cooling Coil Clean		No		
Fresh Air Intake Location			Window unit ▼			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			No ▼			Yes	

Observations

QP212C is Portable #16

- Corrective Actions to be Completed by Site Based Staff**
- | | |
|---|---|
| Replace stained ceiling tiles after repairs | ▼ |
| Replace HVAC filters | ▼ |
| Thoroughly clean horizontal surfaces | ▼ |
| Vacuum/wexcide window unit grills | ▼ |
| Monitor thermostat in room 72 degrees | ▼ |
| Clean dust & cobwebs from low corners | ▼ |
| | ▼ |
| | ▼ |

- Corrective Actions to be Completed by PPO**
- | | |
|---|---|
| Repair Cause of Stained Ceiling Tiles | ▼ |
| Clean all window unit coils | ▼ |
| See observations for additional information | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |