

Aston A. Henry, Director
Risk Management Department

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July 31, 2014

Signature on File

TO: Robert Boegli, Principal
Sheridan Technical College

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
<hr/>	
<hr/>	

On July 16, 2014, I conducted an assessment at **Sheridan Technical College**. 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, 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/tc
Enc.

IAQ Assessment

Sheridan Technical College

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="528"/>	<input type="text" value="73.5"/>	<input type="text" value="72 - 78"/>	<input type="text" value="46.8"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="517"/>	<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="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Drywall"/>		<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="No"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="No"/>	Inside of Return Duct Clean	<input type="text" value="No"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="No"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="No"/>	Air Fresheners in Room	<input type="text" value="No"/>
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="FISH 535"/>		Mechanical Room Clean	<input type="text" value="Yes"/>	
Filters Installed Properly	<input type="text" value="No"/>	Filters Clean	<input type="text" value="No"/>	Inside of HVAC Unit Clean	<input type="text" value="Yes"/>
Condensate Pan Clean	<input type="text" value="Yes"/>	Cooling Coil Clean	<input type="text" value="Yes"/>		

Fresh Air Intake Location	<input type="text" value="Thru exterior wall"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="Parking Lot"/>		

Observations

It is recommended that PPO install new ceiling tile around HVAC supply vents. The ceiling tiles are beyond cleaning. Two filter spacers are needed in AHU in FISH 535. There is a water source and drinking fountain drain by printer; recommend PPO Plumber cap off drain or remove. Adjacent wall is the source of water and draining.

Corrective Actions to be Completed by Site Based Staff

Supply PPO with ceiling tiles needed for cuts	▼
Clean heavy dust buildup on horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
	▼
Tape and date HVAC filters	▼
Remove and replace A/C filters	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Ceiling tile cuts needed around supply vents	▼
Clean the supply drops	▼
Clean return drop	▼
Remove eliminated drinking fountain drain or cap	▼
Install appropriate filter spacer in HVAC	▼
	▼
	▼
See observations for additional information	▼

IAQ Assessment

Sheridan Technical College

 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="528A"/>	<input type="text" value="74.2"/>	<input type="text" value="72 - 78"/>	<input type="text" value="45.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="515"/>	<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="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Drywall"/>		<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="No"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="No"/>	Inside of Return Duct Clean	<input type="text" value="No"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="No"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="No"/>	Air Fresheners in Room	<input type="text" value="No"/>
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="FISH 535"/>		Mechanical Room Clean	<input type="text" value="Yes"/>	
Filters Installed Properly	<input type="text" value="No"/>	Filters Clean	<input type="text" value="No"/>	Inside of HVAC Unit Clean	<input type="text" value="Yes"/>
Condensate Pan Clean	<input type="text" value="Yes"/>	Cooling Coil Clean	<input type="text" value="Yes"/>		

Fresh Air Intake Location	<input type="text" value="Thru exterior wall"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="Parking Lot"/>		

Observations

It is recommended that PPO install new ceiling tile around HVAC supply vents. The ceiling tiles are beyond cleaning. Two filter spacers are needed in AHU in FISH 535.

Corrective Actions to be Completed by Site Based Staff

Supply PPO with ceiling tiles needed for cuts	▼
Clean heavy dust buildup on horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
	▼
Tape and date HVAC filters	▼
Remove and replace A/C filters	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Ceiling tile cuts needed around supply vents	▼
Clean the supply drops	▼
	▼
	▼
Install appropriate filter spacer in HVAC	▼
	▼
See observations for additional information	▼
	▼

IAQ Assessment

Sheridan Technical College

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="528B"/>	<input type="text" value="74.8"/>	<input type="text" value="72 - 78"/>	<input type="text" value="44.3"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="529"/>	<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="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Drywall"/>		<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="No"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="No"/>	Inside of Return Duct Clean	<input type="text" value="No"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="No"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="No"/>	Air Fresheners in Room	<input type="text" value="No"/>
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="FISH 535"/>		Mechanical Room Clean	<input type="text" value="Yes"/>	
Filters Installed Properly	<input type="text" value="No"/>	Filters Clean	<input type="text" value="No"/>	Inside of HVAC Unit Clean	<input type="text" value="Yes"/>
Condensate Pan Clean	<input type="text" value="Yes"/>	Cooling Coil Clean	<input type="text" value="Yes"/>		

Fresh Air Intake Location	<input type="text" value="Thru exterior wall"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="Parking Lot"/>		

Observations

It is recommended that PPO install new ceiling tile around HVAC supply vents. The ceiling tiles are beyond cleaning. Two filter spacers are needed in AHU in FISH 535.

- Corrective Actions to be Completed by Site Based Staff**
- | | |
|---|---|
| Supply PPO with ceiling tiles needed for cuts | ▼ |
| Clean heavy dust buildup on horizontal surfaces | ▼ |
| Clean HVAC supply grills with Wexcide | ▼ |
| | ▼ |
| Tape and date HVAC filters | ▼ |
| Remove and replace A/C filters | ▼ |
| | ▼ |
| | ▼ |

- Corrective Actions to be Completed by PPO**
- | | |
|--|---|
| Ceiling tile cuts needed around supply vents | ▼ |
| Clean the supply drops | ▼ |
| | ▼ |
| | ▼ |
| Install appropriate filter spacer in HVAC | ▼ |
| | ▼ |
| See observations for additional information | ▼ |
| | ▼ |

IAQ Assessment

Sheridan Technical College

Evaluation Date July 16, 2014

Time of Day 12:45

Outdoor Conditions Temperature 90.6

Relative Humidity 53.5

Ambient CO2 423

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
528C	73.2	72 - 78	47.9	30% - 60%	545	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall		No		No		
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	No	Inside of Return Duct Clean	No
Flooring Clean	Yes	Ceiling at Supply Grills Clean	No		
Room Surfaces Clean	No				

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

Mechanical Equipment Location	FISH 535		Mechanical Room Clean	Yes	
Filters Installed Properly	No	Filters Clean	No	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes	Cooling Coil Clean	Yes		

Fresh Air Intake Location	Thru exterior wall ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Parking Lot ▼		

Observations

It is recommended that PPO install new ceiling tile around HVAC supply vents. The ceiling tiles are beyond cleaning. Two filter spacers are needed in AHU in FISH 535.

- Corrective Actions to be Completed by Site Based Staff**
- | | |
|---|---|
| Supply PPO with ceiling tiles needed for cuts | ▼ |
| Clean heavy dust buildup on horizontal surfaces | ▼ |
| Clean HVAC supply grills with Wexcide | ▼ |
| | ▼ |
| Tape and date HVAC filters | ▼ |
| Remove and replace A/C filters | ▼ |
| | ▼ |
| | ▼ |

- Corrective Actions to be Completed by PPO**
- | | |
|--|---|
| Ceiling tile cuts needed around supply vents | ▼ |
| Clean the supply drops | ▼ |
| | ▼ |
| | ▼ |
| Install appropriate filter spacer in HVAC | ▼ |
| | ▼ |
| See observations for additional information | ▼ |
| | ▼ |

IAQ Assessment

Sheridan Technical College

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="528D"/>	<input type="text" value="73.2"/>	<input type="text" value="72 - 78"/>	<input type="text" value="47.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="545"/>	<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="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Drywall"/>		<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="No"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="No"/>	Inside of Return Duct Clean	<input type="text" value="No"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="No"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="No"/>	Air Fresheners in Room	<input type="text" value="No"/>
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="FISH 535"/>		Mechanical Room Clean	<input type="text" value="Yes"/>	
Filters Installed Properly	<input type="text" value="No"/>	Filters Clean	<input type="text" value="No"/>	Inside of HVAC Unit Clean	<input type="text" value="Yes"/>
Condensate Pan Clean	<input type="text" value="Yes"/>	Cooling Coil Clean	<input type="text" value="Yes"/>		

Fresh Air Intake Location	<input type="text" value="Thru exterior wall"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="Parking Lot"/>		

Observations

It is recommended that PPO install new ceiling tile around HVAC supply vents. The ceiling tiles are beyond cleaning. Two filter spacers are needed in AHU in FISH 535. HVAC return drop in the back of the room.

Corrective Actions to be Completed by Site Based Staff

Supply PPO with ceiling tiles needed for cuts	▼
Clean heavy dust buildup on horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Vacuum/wipe return grill	▼
Tape and date HVAC filters	▼
Remove and replace A/C filters	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Ceiling tile cuts needed around supply vents	▼
Clean the supply drops	▼
Clean return drop	▼
	▼
Install appropriate filter spacer in HVAC	▼
	▼
See observations for additional information	▼
	▼

IAQ Assessment

Sheridan Technical College

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="528E"/>	<input type="text" value="73.2"/>	<input type="text" value="72 - 78"/>	<input type="text" value="47.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="545"/>	<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="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Drywall"/>		<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="No"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="No"/>	Inside of Return Duct Clean	<input type="text" value="No"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="No"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="No"/>	Air Fresheners in Room	<input type="text" value="No"/>
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="FISH 535"/>		Mechanical Room Clean	<input type="text" value="Yes"/>	
Filters Installed Properly	<input type="text" value="No"/>	Filters Clean	<input type="text" value="No"/>	Inside of HVAC Unit Clean	<input type="text" value="Yes"/>
Condensate Pan Clean	<input type="text" value="Yes"/>	Cooling Coil Clean	<input type="text" value="Yes"/>		

Fresh Air Intake Location	<input type="text" value="Thru exterior wall"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="Parking Lot"/>		

Observations

It is recommended that PPO install new ceiling tile around HVAC supply vents. The ceiling tiles are beyond cleaning. Two filter spacers are needed in AHU in FISH 535.

- Corrective Actions to be Completed by Site Based Staff**
- | | |
|---|---|
| Supply PPO with ceiling tiles needed for cuts | ▼ |
| Clean heavy dust buildup on horizontal surfaces | ▼ |
| Clean HVAC supply grills with Wexcide | ▼ |
| | ▼ |
| Tape and date HVAC filters | ▼ |
| Remove and replace A/C filters | ▼ |
| | ▼ |
| | ▼ |

- Corrective Actions to be Completed by PPO**
- | | |
|--|---|
| Ceiling tile cuts needed around supply vents | ▼ |
| Clean the supply drops | ▼ |
| | ▼ |
| | ▼ |
| Install appropriate filter spacer in HVAC | ▼ |
| | ▼ |
| | ▼ |
| See observations for additional information | ▼ |