

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917
July 31, 2014	Signature on File	For Custodial S	upervisor Use Only
TO:	Robert Boegli, Principal Sheridan Technical College		ues Addressed ues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department		
SUBJECT:	Indoor Air Quality (IAO) Assessment		·

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.

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

Corrective Actions to be Completed by FFO	
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	▼

Sheridan Technical College Eval	uation Date	July 16, 20	14 T	ime of Day	12:00		
Outdoor Conditions Temperature 90.6	Relative Hu	ımidity 53	.5	Ambient CO2	423]	
Fish Temperature Range Relative Hum 528A 74.2 72 - 78 45.9	nidity Rai		CO² 515	Range MAX 700 > Ambient	# Occupa	nts	
Noticeable Odor No Visible water da staining?		Visible microbi growth?	al	Amount of material affec			
Ceiling 2' X 4' Lay in No		No				$\exists \mid$	
Walls Drywall No		No				IJ	
Floor 12" x 12" Vinyl No		No					
Ceiling Clean No HVAC Su Grills Cle		No		HVAC Return Grills Clean	No.	o	
Flooring Clean Yes Inside of Duct Clea		No		Inside of Reto Duct Clean	urn No	<u> </u>	
Room Surfaces No Ceiling a Clean Grills Cle		No					
Trash Removed Yes Exhaust Fans		N/A		oproved Chemic ners in Room	cals / No	o	
Signs of Pests No Drain To Room Cluttered No Food if Stored in Sealed Contai		No N/A		Fresheners Room	No	<u> </u>	
Mechanical Equipment Location FISH 535			Mech	nanical Room C	lean Ye	s	
	rs Clean	No	 Inside	of HVAC Unit C		_	
Condensate Pan Clean Yes Cooling Co	oil Clean	Yes					
Fresh Air Intake Location Thru exterior wall				esh Air Intake F	ree Ye	s	
Pollutant Sources Near Air Intake Parking Lot			▼	Obstruction			
Observations							
It is recommended that PPO install new ceiling tile ard Two filter spacers are needed in AHU in FISH 535.	ound HVAC s	upply vents.	The ceiling 1	tiles are beyon	nd cleaning	J	
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO							
Supply PPO with ceiling tiles needed for cuts ▼ Ceiling tile cuts needed around supply vents ▼							
Clean heavy dust buildup on horizontal surfaces Clean HVAC supply grills with Wexcide Clean HVAC supply grills with Wexcide ▼							
▼ ▼							
Tape and date HVAC filters Remove and replace A/C filters	▼	Install app	ropriate filte	er spacer in H\	/AC	▼	
Nomove and replace AV Iliters	1'1 1					'	

See observations for additional information

July 16, 2014

Time of Day

See observations for additional information

12:30

Evaluation Date

Sheridan Technical College

Outdoor Conditions Temperature 90.6	Relati	ve Humidity	53.5	Ambient CO2 4	23
Fish Temperature Range Relative I 528B 74.8 72 - 78 44.	. i	Range 0% - 60%	CO ² 529	Range # Oo MAX 700 > Ambient	cupants
Noticeable Odor No Visible wate staini Ceiling 2' X 4' Lay in No Walls Drywall No Floor 12" x 12" Vinyl No		Visible micro growth? No No	bial	Amount of material affected	
Walls Clean Yes Inside Flooring Clean Yes Duct Room Surfaces No Ceilir	C Supply Clean e of Supply Clean ng at Supply Clean	No No		HVAC Return Grills Clean Inside of Return Duct Clean	No No
		No		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
	ilters Clean g Coil Clean	No Yes		Mechanical Room Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake Thru exterior wal Parking Lot	I		V	Fresh Air Intake Free of Obstruction	Yes
Observations It is recommended that PPO install new ceiling tile Two filter spacers are needed in AHU in FISH 535.	around HV	/AC supply vents	. The ce	iling tiles are beyond cle	aning.
Corrective Actions to be Completed by Site Based Supply PPO with ceiling tiles needed for cuts Clean heavy dust buildup on horizontal surfaces Clean HVAC supply grills with Wexcide	▼ S ▼	Ceiling tile	cuts ne	ns to be Completed by PF eded around supply vent e supply drops	s ▼ ▼
Tape and date HVAC filters	▼	Install ap	propria	te filter spacer in HVAC	▼ ▼

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	▼
	•
	▼

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

Sheridan T	echnical College	Evaluation D	July 16, 2014	Time of Day 1:0	00		
Outdoor Conditions Tem	perature 90.	6 Relati	ve Humidity 53.5	Ambient CO2 423	3		
Fish Temperature 528D 73.2	Range Re 72 - 78	47.9 3		CO ² Range # Occ 545 MAX 700 > Ambient	upants		
Noticeable Odor No Ceiling 2' X 4' Lay in Walls Drywall Floor 12" x 12" Vinyl	Visible	e water damage / staining? No No No	Visible microbial growth? No No No	Amount of material affected			
Ceiling Clean No Walls Clean Yes Flooring Clean Yes Room Surfaces Clean		HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No No	HVAC Return Grills Clean Inside of Return Duct Clean	No No		
Trash Removed Yes Signs of Pests No Room Cluttered No	Food if	Drain Traps Wet Stored in Room is ed Containers	No	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No		
Mechanical Equipment Local Filters Installed Properly Condensate Pan Clean	No	Filters Clean	No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterion		\ \	of Obstruction	Yes		
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 Corrective Actions to be Completed by PPO							
Supply PPO with ceiling tiles needed for cuts ▼ Ceiling tile cuts needed around supply vents ▼							
Clean heavy dust buildup				n the supply drops			
Clean HVAC supply	grills with Wexcio	le ▼		lean return drop	▼		

▼

Install appropriate filter spacer in HVAC

See observations for additional information

Vacuum/wipe return grill Tape and date HVAC filters

Remove and replace A/C filters

July 16, 2014

Time of Day

See observations for additional information

1:30

Evaluation Date

Sheridan Technical College

Outdoor Conditions Temperatur	e 90.6	Relativ	e Humidity	53.5	Ambient CO2 4	23
Fish Temperature Range 528E 73.2 72 - 76		i	Range 0% - 60%	CC 54		ccupants
Noticeable Odor No Ceiling 2' X 4' Lay in	Visible water dar staining?	mage /	Visible mi grow	th?	Amount of material affected	
Walls Drywall Floor 12" x 12" Vinyl	No No		No No	<u>-</u>		
Ceiling Clean No Walls Clean Yes	HVAC Sup Grills Clea		No		HVAC Return Grills Clean	No
Flooring Clean Yes Room Surfaces No	Inside of S Duct Clea Ceiling at	n	No		Inside of Return Duct Clean	No
Clean Trash Removed Yes	Grills Clea	an	No N/A		Unapproved Chemicals /	
Signs of Pests No Room Cluttered No	Drain Tra Food if Stored in in Sealed Contain	aps Wet Room is	No		Cleaners in Room Air Fresheners in Room	No
Mechanical Equipment Location FI	SH 535				Mechanical Room Clean	Yes
Filters Installed Properly Condensate Pan Clean Yes	Filters Cooling Coi	s Clean il Clean	No Yes		Inside of HVAC Unit Clean	Yes
Pollutant Sources Near Air	nru exterior wall			▼	Fresh Air Intake Free of Obstruction	Yes
Observations It is recommended that PPO install Two filter spacers are needed in AH	_	und HV	AC supply ve	nts. The	ceiling tiles are beyond cle	aning.
Corrective Actions to be Complete		_			ons to be Completed by PF	
Supply PPO with ceiling tiles no		<u> </u>	Ceiling t		needed around supply vent	
Clean heavy dust buildup on hor Clean HVAC supply grills wi		▼		Clean	the supply drops	▼
Clean rivac supply grills wi	III VVEXCIUE	 				- ▼
Tape and date HVAC f	ilters	<u>,</u>	Install	appropr	iate filter spacer in HVAC	▼
Remove and replace A/0		▼			•	▼