

# managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departm	nent

SUBJECT:

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

January 27, 2	015 Signature on File	For Custodial Supervisor Use Only
TO:	Michael Gleason, Principal Whispering Pines School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On January 22, 2015, I conducted an assessment at Whispering Pines School. 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.

Shelley Meloni, Executive Director, Facilities & Construction cc: 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 Assessi	ment		
Whispering P	ines School Evaluation Dat	January 22, 2015	Time of Day 1	0:45
Outdoor Conditions Tempera	ature 78.6 Relative	Humidity 65.7	Ambient CO2 4	21
		Range         CO <sup>2</sup> % - 60%         487		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
CeilingDrywallWallsDrywallFloor12" x 12" Vinyl	No No	No No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	No Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Grass and landscape	▼	Fresh Air Intake Free of Obstruction	Yes
Observations F-302 is the Vault Check the HVAC fresh air dampe	er in 320 for normal operation.			

#### Corrective Actions to be Completed by Site Based Staff

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Remove and replace A/C filters	▼
Remove cob webs & debris from mechanical room	▼
	▼
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#### Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Evaluate/repair fresh damper in the mech. room	▼
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	IAQ Assessi	ment		
Whispering P	Pines School Evaluation Dat	January 22, 2015	Time of Day 1	0:30
Outdoor Conditions Tempera	ature 78.6 Relative	Humidity 65.7	Ambient CO2 4	21
		Range         CO           % - 60%         510		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No	No No No		
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	N/a	HVAC Return Grills Clean	No
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH 320		Mechanical Room Clean	No
Filters Installed Properly Yes	5 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	Grass and landscape	▼	0.005100101	
Observations				
F-307 is the Nurses office Check the HVAC fresh air dampo The HVAC supply grill is missing				

#### Corrective Actions to be Completed by Site Based Staff

Clean dust buildup on horizontal surfaces	▼
Vacuum/wipe return grill	▼
Clean/replace ceiling tile around HVAC supply grills	▼
Replace filters	▼
Remove cob webs & debris from mechanical room	▼
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## Corrective Actions to be Completed by PPO

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Repair HVAC to Reduce Humidity Levels	▼
Evaluate/repair fresh air damper in the mech. room	▼
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	IAQ Assess	ment		
Whispering Pi	nes School Evaluation Dat	e January 22, 2015	Time of Day 1	0:00
Outdoor Conditions Tempera	ture 78.6 Relative	Humidity 65.7	Ambient CO2 4	21
		Range CO <sup>2</sup> % - 60% 580		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No	No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes Signs of Pests No	Exhaust Fans Working Drain Traps Wet	N/A	Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH 320		Mechanical Room Clean	No
Filters Installed ProperlyYesCondensate Pan CleanYes		No Yes	Inside of HVAC Unit Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Grass and landscape	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes
Observations				
Check the HVAC fresh air dampe	r in 320 for normal operation.			

Corrective Actions to be Completed by Site Based Staff

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Thoroughly clean horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Vacuum/wipe return grill	▼
Replace filters	▼
Remove cob webs & debris from mechanical room	▼
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### Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Evaluate/repair fresh air damper in the mech. room	▼
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