RISK MANAGEMENT…

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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July 30, 2013 Signature on File

For Custodial Supervisor Use Only

☐ Custodial Issues Addressed

☐ Custodial Issues Not Addressed

TO: Sarah Hausman, Principal
Wingate Oaks Center

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

On July 24, 2013, I conducted an assessment at **Wingate Oaks 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

RR/tc
Enc.

IAQ Assessment

Wingate Oaks Center | **Evaluation Date** July 24, 2013 | **Time of Day** 12:00

Outdoor Conditions | **Temperature** 85.4 | **Relative Humidity** 78.9 | **Ambient CO2** 417

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
806	70.8	72 - 78	63.2	30% - 60%	429	MAX 700 > Ambient	

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Noticeable Odor	No			
Ceiling	2' x 4'	Yes	Yes	3 stained tiles < 10 sq ft
Walls	Drywall	No	No	
Floor	12" x 12" Vinyl	No	No	

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

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

Mechanical Equipment Location	Above Ceiling			Mechanical Room Clean	n/a
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Not accessible	Fresh Air Intake Free of Obstruction	N/A
Pollutant Sources Near Air Intake	Not Accessible		

Observations

The HVAC system is located above the drop ceiling. Small wall stain under the stained ceiling tiles. One small ceiling stain has visible microbial growth. Cobwebs were found under instructor's desk. Bug droppings were found on window sill, terminex traps are visible throughout classroom. Ceiling stains located at North end of classroom.
n/a -not applicable
N/A-not accessible

Corrective Actions to be Completed by Site Based Staff

- Thoroughly clean horizontal surfaces
- Replace stained ceiling tiles after roofing repairs
- Wipe wall staining under ceiling stains

Corrective Actions to be Completed by PPO

- Evaluate and repair cause of stained ceiling tiles - Roofing
- Set temperature to 72 - 78 degrees
- Repair HVAC to reduce humidity level

IAQ Assessment

Wingate Oaks Center | **Evaluation Date** July 24, 2013 | **Time of Day** 11:30

Outdoor Conditions | **Temperature** 85.4 | **Relative Humidity** 78.9 | **Ambient CO2** 417

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
807	75.7	72 - 78	65.8	30% - 60%	446	MAX 700 > Ambient	

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Noticeable Odor	Yes			
Ceiling	2' x 4'	Yes	No	< 1 sq ft
Walls	Drywall	No	No	
Floor	12" x 12" Vinyl	No	No	

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

Trash Removed	Yes	Exhaust Fans Working	Yes	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	Above Ceiling			Mechanical Room Clean	n/a
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Not accessible	Fresh Air Intake Free of Obstruction	N/A
Pollutant Sources Near Air Intake	Not Accessible		

Observations

Clean wall adjacent to the range i.e. food. The room appears to be used for physical therapy, equipment is cluttered throughout the room. The HVAC system is located above the drop ceiling, check the coil and condensate pan for cleaning, musty smell in the room. Humidity level elevated.

n/a -not applicable

N/A-not accessible

Corrective Actions to be Completed by Site Based Staff

- Thoroughly clean horizontal surfaces
- Replace stained ceiling tile after repair
- Wipe wall staining adjacent to electric range
- Clean ceilings around HVAC supply grills

Corrective Actions to be Completed by PPO

- Evaluate and repair cause of stained ceiling tiles
- Evaluate and clean the HVAC coil & pan
- Repair HVAC to reduce humidity level