

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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October 28, 2	2013 Signature on File	For Custodial Supervisor Use Only
TO:	Sarah Hausman, Principal Wingate Oaks Center	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On October 15, 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 Assessr	nent		
Wingate	Oaks Center Evaluation Dat	e October 15, 2013	Time of Day	1:30
Outdoor Conditions Temper	ature 80.7 Relative	Humidity 70.9	Ambient CO2 4	76
		Range CO % - 60% 127		ccupants 16
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4' Walls Drywall/Tackboard Floor 12" x 12" Vinyl	Yes No	No No	< 1 sq ft	
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	NO HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes	Duct Clean	
Trash Removed Yes	Exhaust Fans Working Drain Traps Wet	Yes N/A	Unapproved Chemicals / Cleaners in Room	No
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location Filters Installed Properly N/A Condensate Pan Clean N/A	A Filters Clean	N/A N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Not accessible Not Accessible	 ▼ ▼	Fresh Air Intake Free of Obstruction	N/A
Observations				
2 small ceiling stains Southeast construction paper from tack be	t portion of room, roofer to evalue oard surfaces, the paper acts as			

Insect dropping are visible on the window sills. The filter is clean in the return drop.

Corrective Actions to be Completed by Site Based Staff

· · ·	
Replace stained ceiling tile after repair	▼
Thoroughly clean elevated surfaces	▼
Generate a work order for pest control	▼
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Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
	▼
	▼
	▼
	▼
	▼
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