

Aston A. Henry, Director
Risk Management Department

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August 27, 2014

Signature on File

TO: Sarah Hausman, Principal
Wingate Oaks Center

FROM: Dan Meyer, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only

- Custodial Issues Addressed
- Custodial Issues Not Addressed
- _____
- _____

On August 21, 2014, 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, 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

DM/tc
Enc.

IAQ Assessment

Wingate Oaks Center

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="503"/>	<input type="text" value="74.8"/>	<input type="text" value="72 - 78"/>	<input type="text" value="48.6"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="1295"/>	<input type="text" value="MAX 700 > Ambient"/>	<input type="text" value="1"/>	
Noticeable Odor		<input type="text" value="Yes"/>	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="Plaster / Drywall"/>		<input type="text" value="Yes"/>		<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="Yes"/>	HVAC Supply Grills Clean		<input type="text" value="Yes"/>	HVAC Return Grills Clean		<input type="text" value="Yes"/>
Walls Clean		<input type="text" value="Yes"/>						
Flooring Clean		<input type="text" value="Yes"/>	Inside of Supply Duct Clean		<input type="text" value="Yes"/>	Inside of Return Duct Clean		<input type="text" value="Yes"/>
Room Surfaces Clean		<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean		<input type="text" value="Yes"/>			
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="Yes"/>	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="Yes"/>			
Mechanical Equipment Location			<input type="text" value="Above Ceiling"/>			Mechanical Room Clean		<input type="text" value="N/A"/>
Filters Installed Properly		<input type="text" value="Yes"/>	Filters Clean		<input type="text" value="No"/>	Inside of HVAC Unit Clean		<input type="text" value="N/A"/>
Condensate Pan Clean		<input type="text" value="N/A"/>	Cooling Coil Clean		<input type="text" value="No"/>			
Fresh Air Intake Location			<input type="text" value="Ducted to roof-top"/>			Fresh Air Intake Free of Obstruction		<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake			<input type="text" value="No"/>					

Observations

Signs of water damage by both exterior doors. Musty odor in room. CO2 level elevated for unoccupied room. Filters need to be changed and grills wiped. Cooling coil needs to be cleaned and outside air intake evaluated.

Corrective Actions to be Completed by Site Based Staff

Remove and replace A/C filters	▼
Clean HVAC return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of water damage	▼
Remove and replace wall material as necessary	▼
	▼
Clean HVAC coil	▼
Repair HVAC to reduce CO2 levels	▼
	▼
See observations for additional information	▼
	▼
	▼

IAQ Assessment

Wingate Oaks Center

Evaluation Date August 21, 2014

Time of Day 12:15

Outdoor Conditions Temperature 90.1 Relative Humidity 69.7 Ambient CO2 455

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
601	74.6	72 - 78	40.9	30% - 60%	495	MAX 700 > Ambient	1
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall/Tackboard		Yes		Yes		6 X 6
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean	Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		Yes
Walls Clean	Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean	Yes						
Trash Removed	Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests	No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers		Yes			
Mechanical Equipment Location	Above Ceiling					Mechanical Room Clean	N/A
Filters Installed Properly	Yes	Filters Clean		No	Inside of HVAC Unit Clean		N/A
Condensate Pan Clean	N/A	Cooling Coil Clean		N/A			
Fresh Air Intake Location	Roof top ▼					Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼						

Observations

A/C overflow piping was previously leaking. Water damage to drywall and cabinet below the piping. Cabinet has microbial growth. Drywall by sink is also wet and should be removed and replaced. A/C Filter needs to be replaced and grill cleaned. A/C was repaired by Maintenance (J65606)

Corrective Actions to be Completed by Site Based Staff

Remove and replace A/C filters	▼
Clean HVAC return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Remove and replace water damaged	▼
wall material by sink	▼
Remove and replace water damaged	▼
cabinet by sink	▼
	▼
See observations for additional information	▼
	▼
	▼