

## managing risk with responsibility

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Risk Management Departmen

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December 1()		Signature on File	
December 16, 2	514 Signature o	n rne	For Custodial Supervisor Use Only
TO:	Sarah Hausman, Principal Wingate Oaks Center		Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manage Risk Management Departm		
SUBJECT:	Indoor Air Quality (IAQ) A	ssessment	

On December 1, 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 Dat	e December 1, 2014	Time of Day 1	0:30			
Outdoor Conditions Temper	ature 82.4 Relative	Humidity 55.6	Ambient CO2 4	19			
		Range         CO <sup>2</sup> % - 60%         812		ccupants 2			
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling2' X 4' Lay inWallsDrywall/TackboardFloor12" x 12" Vinyl	Yes No No	No No	3 tiles				
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes			
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes					
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	Above Ceiling		Mechanical Room Clean	N/A			
Filters Installed Properly	s Filters Clean	Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Clean Yes	s Cooling Coil Clean	Yes					
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top No	▼	Fresh Air Intake Free of Obstruction	Yes			
Observations							
3 water stained ceiling tiles. Cei classroom. Two old mats stored a bad smell.				iving off			

## Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

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Install new ceiling tile upon repair, cuts needed	▼
Repair pipe insulation above ceiling	▼
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