

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT**

**TELEPHONE (754) 321-4200**

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March 24, 2016

Signature on File

TO: Sara Hausman, Principal  
**Wingate Oaks Center**

FROM: Daniel Meyer, Project Manger  
Environmental Health & Safety Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
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On March 7, 2016, 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 754-321-4200.

cc: Shelley Meloni, Director, Pre-Construction  
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division  
Broward Teachers Union  
Federation of Public Employees  
Gerald Devio, Supervisor II Custodial  
Benjamin Osborne, Supervisor II Custodial  
Rich Volpi, Supervisor II Custodial  
Mark Murray, Supervisor II Custodial  
Sam Bays, Director, Maintenance Operations  
Kurt Wirz, Area Manager Trades

DM/smn  
Enc.

# IAQ Assessment

Wingate Oaks Center

Evaluation Date March 7, 2016

Time of Day 10:00 AM

Outdoor Conditions    Temperature 77.1    Relative Humidity 40.9    Ambient CO2 409

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants	
<span style="border: 1px solid black; padding: 2px;">903</span>	<span style="border: 1px solid black; padding: 2px;">71.1</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">51.4</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">444</span>	<span style="border: 1px solid black; padding: 2px;">MAX 700 &gt; Ambient</span>	<span style="border: 1px solid black; padding: 2px;">3</span>	
Noticeable Odor		<input type="checkbox"/> Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Walls	<span style="border: 1px solid black; padding: 2px;">Plaster/Tack Board</span>		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Floor	<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Ceiling Clean		<input type="checkbox"/> Yes	HVAC Supply Grills Clean		<input type="checkbox"/> No	HVAC Return Grills Clean		<input type="checkbox"/> Yes
Walls Clean		<input type="checkbox"/> Yes	Inside of Supply Duct Clean		<input type="checkbox"/> Yes	Inside of Return Duct Clean		<input type="checkbox"/> Yes
Flooring Clean		<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean		<input type="checkbox"/> No			
Room Surfaces Clean		<input type="checkbox"/> Yes						
Trash Removed		<input type="checkbox"/> Yes	Exhaust Fans Working		<input type="checkbox"/> No	Unapproved Chemicals / Cleaners in Room		<input type="checkbox"/> No
Signs of Pests		<input type="checkbox"/> No	Drain Traps Wet		<input type="checkbox"/> Yes	Air Fresheners in Room		<input type="checkbox"/> No
Room Cluttered		<input type="checkbox"/> No	Food if Stored in Room is in Sealed Containers		<input type="checkbox"/> N/A			
Mechanical Equipment Location			<span style="border: 1px solid black; padding: 2px;">Above Ceiling</span>			Mechanical Room Clean		<input type="checkbox"/> N/A
Filters Installed Properly		<input type="checkbox"/> Yes	Filters Clean		<input type="checkbox"/> Yes	Inside of HVAC Unit Clean		<input type="checkbox"/> No
Condensate Pan Clean		<input type="checkbox"/> Yes	Cooling Coil Clean		<input type="checkbox"/> Yes			
Fresh Air Intake Location			<span style="border: 1px solid black; padding: 2px;">Roof top</span> ▼			Fresh Air Intake Free of Obstruction		<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake			<span style="border: 1px solid black; padding: 2px;">No</span> ▼					

**Observations**

Check hood fan for stove for damper. Growth on interior of cabinet. Growth on leather and canvas computer bags. Ceiling tiles and lights around supply grills need to be cleaned. Supply grills need to be wiped with wexcide. Exhaust fan not working in bathroom. A/C unit needs to be cleaned and outside air damper checked.

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

Clean ceilings around HVAC supply grills	▼
Clean Supply Grills with Wexcide	▼
Wexcide computer cases	▼
	▼
	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Clean the HVAC unit	▼
Check exhaust fan in bathroom	▼
Check operation of outside air damper	▼
Check stove exhaust damper	▼
	▼
	▼
	▼
	▼

