

managing risk with responsibility

Aston A. Henry, Dire	ector
Risk Management De	epartment

 Telephone:
 754 321-1900

 Fax:
 754 321-1917

March 3, 2015	Signature on File	For Custodial Supervisor Use Only
TO:	JoEllen Scott, Principal Bayview Elementary	Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 2, 2015, I conducted an assessment at **Bayview Elementary School.** 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 754-321-1900.

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/jj Enc.

IAQ Assessment						
Bayview Elementary Evaluation Date March 2, 2015	Time of Day 10:00 AM					
Outdoor Conditions Temperature 80.4 Relative Humidity 69.6	Ambient CO2 435					
FishTemperatureRangeRelative HumidityRangeCC60873.172 - 7850.430% - 60%118						
Noticeable OdorNoVisible water damage / staining?Visible microbial growth?Ceiling2 X 4YesNoWallsDrywallNoNoFloor12" x 12" VinylNoNo	Amount of material affected 2 tiles					
Ceiling Clean Yes HVAC Supply Grills Clean Yes Walls Clean Yes Inside of Supply Duct Clean N/A	HVAC Return Grills Clean Yes Inside of Return Duct Clean N/A					
Room Surfaces Yes Ceiling at Supply Grills Clean Yes Trash Removed Yes Exhaust Fans Working N/A	Unapproved Chemicals /					
Signs of PestsNoDrain Traps WetNoRoom ClutteredNoFood if Stored in Room is in Sealed ContainersN/A	Cleaners in Room NO Air Fresheners No in Room					
Mechanical Equipment Location In classroom HVAC unit	Mechanical Room Clean N/A					
Filters Installed ProperlyYesFilters CleanYesCondensate Pan CleanYesCooling Coil CleanYes	Inside of HVAC Unit Clean Yes					
Fresh Air Intake Location Ducted to exterior ▼ Pollutant Sources Near Air Intake No ▼ Observations V V	Fresh Air Intake Free Yes					

2 ceiling tiles have water stains. Classroom is on first floor of two story building. West wall under the windows has moisture present. Cove base is peeling off with water stain on lower wall. 4 of 5 sinks in this classroom are not being used. Classroom was designed for Science / Art room but is being used as a general classroom. Floor drain in classroom also appeared dry. If Staff is unable to keep traps wet a workorder should be called in to disconnect the sinks and cap drainlines.

Corrective Actions to be Completed by Site Based Staff

Pour water down drains when not in use	▼
Replace stained ceiling tile after repair	
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair roof leak	▼
Evaluate water damage under the windows	▼
	▼
	▼
	▼
	▼
	▼
	▼