

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephor Fax:	ne: 754 321-1900 754 321-1917
May 26, 2015	Signature on File	For Custod	ial Supervisor Use Only
TO:	Chris Carney, Principal Bennett Elementary		al Issues Addressed al Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department		

SUBJECT: Indoor Air Quality (IAQ) Assessment

On May 18, 2015, I conducted an assessment at **Bennett 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							
Bennett Elementary Evaluation Date May 18, 2015	Time of Day 10:30 AM						
Outdoor Conditions Temperature 86.5 Relative Humidity 71.5	Ambient CO2 418						
FishTemperatureRangeRelative HumidityRangeComparison85176.272 - 7882.030% - 60%49							
Noticeable OdorNoVisible water damage / staining?Visible microbial growth?Ceiling2' X 4' Lay inNoNoWallsDrywallNoNoFloor12" x 12" VinylNoNo	Amount of material affected						
Ceiling CleanYesHVAC Supply Grills CleanNoWalls CleanYesInside of Supply Duct CleanYesFlooring CleanYesCeiling at Supply Grills CleanNo	HVAC Return Grills Clean Yes Inside of Return Duct Clean Yes						
Trash RemovedYesExhaust Fans WorkingYesSigns of PestsNoDrain Traps WetYesRoom ClutteredYesFood if Stored in Room is in Sealed ContainersYes	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room						
Mechanical Equipment Location Bard like HVAC system in classroom Filters Installed Properly Yes Filters Clean Yes Condensate Pan Clean Yes Cooling Coil Clean Yes	Mechanical Room Clean N/A Inside of HVAC Unit Clean Yes						
Fresh Air Intake LocationBehind Bard unit/Exterior wallPollutant Sources Near Air IntakeNo	Fresh Air Intake Free Yes						
Observations							

Remove cardboard boxes, stuffed animals and pillows from classroom. Reduce clutter so the classroom can be cleaned properly. Remove plug-in air freshner. Supply grills need to be wiped with wexcide. Ceiling tiles and lights near Supply grills need to be cleaned. Wooden cabinet in classroom needs to wiped cleaned. A/C needs to be checked to reduce humidity levels in classroom.

Corrective Actions to be Completed by Site Based Staff

Clean dust from ceiling tiles or replace	▼
Room too cluttered to clean properly	▼
Clean dust buildup on wooden cabinets	▼
Clean HVAC supply grills with Wexcide	▼
Remove stuffed animals and pillows	▼
Thoroughly clean classroom	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
	▼
	▼
	▼
	▼
	▼
	▼
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