

RISK MANAGEMENT...

managing risk with responsibility

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Risk Management Department

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June 14, 2002

TO: Mary Lou Ridge, Principal
Bethune Elementary School

FROM: Aston A. Henry, Jr., Supervisor
Risk Management Department



SUBJECT: **Indoor Environmental Quality Assessment**
Bethune Elementary School

On June 3, 2002, the Indoor Environmental Quality (IEQ) Assessment Team conducted an assessment of Portables 530CX and 450CA at Bethune Elementary School. The evaluation consisted of a walkthrough of the portables identified to assess the current conditions of these locations with regard to indoor environmental quality. This assessment included observations of tiled floors, ceiling tiles, false ceiling plenum, accessible ventilation supply, and interior walls for signs of water intrusion.

Outlined below are the findings of this assessment along with recommendations for further assessment and/or remediation.

1. The indoor environmental quality assessment of **Portable 530CX** revealed signs of microbial growth behind the chalkboard and on the floor of this portable. A number of stained ceiling tiles were identified on the date of the inspection. The stained ceiling tiles may have resulted from condensation. No signs of water intrusion were identified around the windows of this portable. The insulation within the false ceiling plenum was found dry at the accessed location. The HVAC filters servicing both stand-alone air-conditioning unit was slightly dirty on the date of the assessment.

RECOMMENDED COURSE OF ACTION

Facilities and Construction Management will complete the following items immediately:

- Arrangements will be made to have the microbial growth removed from the portable walls and floors.

District Maintenance will initiate a work order to address the following items:

- Remove chalkboard from the damaged wall and install new drywall.
- Clean the chalkboard with wexcide prior to reinstallation.

- Inspect the roof of this portable for leaks and repair if necessary.
- The Maintenance Department will contact Aston Henry, Jr. of the Risk Management Department to provide a status on completion of the above items no later than June 26, 2002.

Site Based Maintenance Staff will complete the following items immediately:

- Site-based maintenance staff will clean the air-conditioning vents with a wexcide disinfectant solution.
 - Site-based maintenance staff will remove dirty air-conditioning filters from both stand-alone units and install new filters.
 - Site-based maintenance staff will remove stained ceiling tiles and install new ceiling tiles.
 - Site-based administration will ensure non-occupancy of this portable during the remediation process.
- 2) The indoor environmental quality assessment of **Portable 450CA** revealed signs of microbial growth throughout the entire portable. Administrators of this site advised this portable is used for storage only. Lee Stepanchak, Executive Director, Facility Management, Planning and Site Acquisition, has advised this portable is scheduled to be removed from the campus.

RECOMMENDED COURSE OF ACTION

Site Based Maintenance Staff will complete the following items immediately:

- Site-based administration will ensure non-occupancy of this portable until it is removed from campus.

No repairs are recommended at this time. Portable will be removed from the campus in the near future.

The indoor environmental quality assessment revealed a number of items that should be addressed immediately. Risk Management will forward a copy of this correspondence to the Maintenance Department to generate a work order to address the above-mentioned problems. Please have your site-based maintenance staff implement the above recommendations in order to improve the indoor environmental quality for all occupants within your school.

Should any questions or concerns arise, or if these complaints continue after the above recommendations have been addressed, please feel free to contact me at 765-8864.

AAH/tpo

cc: Mark Dorsett, Manager, Evening Trades, Maintenance Department
Lou Gonzalez, Coordinator, LEA, Facilities/Construction Management