

## managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917		
September 1	0, 2013	Signature on File	For Custodial S	upervisor Use Only	
TO:	Mary Lou Ridge Bethune Eleme	*	Custodial Issues Addressed  Custodial Issues Not Addressed		
FROM:	Richard Rosa, P Risk Manageme	,			
SUBJECT:	Indoor Air Qual	ity (IAQ) Assessment			

On August 29, 2013, I conducted an assessment at **Bethune 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 754-321-1907.

cc: Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, 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

RR/tc Enc.

## **IAQ Assessment**

Bethune Elem	<u>entary</u> Evaluation Dat	e August 29, 2013	Time of Day1	0:00			
Outdoor Conditions Temperature	82.5 Relative	Humidity 88.1	Ambient CO2 4	54			
Fish         Temperature         Range           809         74.6         72 - 78		Range <u>co</u> <sup>2</sup> % - <b>60</b> %		ccupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' x 4'	No	No					
Walls Drywall	No	No					
Floor Carpet	No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes			
Walls Clean Yes  Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes			
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	Yes			
Signs of Pests Yes	<b>Drain Traps Wet</b>	N/A					
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location FISH 814 Mechanical Room Clean Yes							
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Clean Yes	Cooling Coil Clean	No					
Fresh Air Intake Location Roc	of top	▼	Fresh Air Intake Free	Yes			
Pollutant Sources Near Air Intake		▼	of Obstruction				
Observations							

Corners of the carpet need to be hand vacuumed. Dust has accumulated behind the movable partitions, low corners, horizontal surfaces, Plumbing pipes under sink need to be cleaned. There is a cubby hole piece of office equipment that can be removed. The instructor feels the carpet retains dust. There are 20 gallons of un-approved SBBC paint being stored in the classroom, the paint came from the instructor, advised to remove the paint from classroom and take home. The instructor states that on Monday mornings there is a stench in the air, advised to open doors to the corridor and ventilate due to the HVAC system being secured over the weekend.

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

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## Corrective Actions to be Completed by PPO

Our centre Actions to be completed by 11 O	
Evaluate the cleaning of the HVAC coil	•
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