

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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October 8, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Donald Lee, Principal Broadview Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On September 30, 2013, I conducted an assessment at **Broadview 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

RK/tc Enc.

	IAQ Assess	ment		
Broadview B	Elementary Evaluation Dat	te September 30, 2013	3 Time of Day 1	:00
Outdoor Conditions Temperat	ture 90.8 Relative	e Humidity 51.3	Ambient CO2 50)1
FishTemperatureRar13670.572 -		Range CO ² % - 60% 555		cupants 3
Noticeable Odor No	Visible water damage / staining? No	Visible microbial growth? No	Amount of material affected]
Walls Drywall/Tackboard Floor 12" x 12" Vinyl	No No	No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly N/A Condensate Pan Clean N/A	- -	N/A N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Pollutant Sources Near Air Intake	Roof top None	▼	Fresh Air Intake Free of Obstruction	Yes
Observations Complaint of condensation on all from supply ducts - Humidity elev	-	rse on Mondays - Chir	ping and clunking noise c	oming

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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	Repair HVAC to reduce humidity level	▼
C	Check HVAC system and controls for proper	▼
	operation	▼
		▼
		▼
		▼
		▼
		▼

	IAQ Assessn	nent		
Broadview	Elementary Evaluation Date	e September 30, 2013	3 Time of Day 1	1:00
Outdoor Conditions Temper	ature 90.8 Relative	Humidity 51.3	Ambient CO2 5	01
		Range CO % - 60% 658		ccupants 19
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	Yes No No	No No No	1 tile right of door	
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No No	HVAC Return Grills Clean Inside of Return Duct Clean	Yes No
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean N/A	s Filters Clean	No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A No
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of Unit None	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
	outdoors - microbial growth on oply grills dusty - Dust and debri		d furnishings in room - HV	/AC

All items in room need to be thoroughly cleaned with Wexcide - inside of cabinets and cubbies needs to be cleaned with Wexcide

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean all surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply grills with Wexcide	▼
	▼
	▼
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	▼
	▼

Corrective Actions to be Completed by PPO

r HVAC to reduce humidity level	Repair
tire HVAC system - Unit and Drops	Clean ent
nd repair cause of stained ceiling tiles	Evaluate and
e and replace stained ceiling tiles	Remove
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	IAQ Assess	ment		
Broadview	/ Elementary Evaluation Da	te September 30, 2013	3 Time of Day	1:00
Outdoor Conditions Temper	ature 90.8 Relative	e Humidity 51.3	Ambient CO2 5	01
	angeRelative Humidity2 - 7868.930	Range CO ² 0% - 60% 610		ccupants 12
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	No	No		
Walls Metal / Tackboard Floor 12" x 12" Vinyl	No No	Yes	Spotty on Metal wal	
Ceiling Clean Yes Walls Clean No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Wall mounted outside of relo	catable	Mechanical Room Clean	N/A
Filters Installed Properly No	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location	Outside of Unit	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	None	▼	of Obstruction	
Observations				
State relocatable room 304 - Du A/C filter does not fill opening	ist on walls in front of supply g	rills - Minor spotty mic	robial growth on all meta	walls -

Corrective Actions to be Completed by Site Based Staff

Clean dust from all wall surfaces	▼
Clean HVAC return grills with Wexcide	▼
Remove and replace A/C filters	▼
	▼
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Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
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	▼
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	▼
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