

Aston A. Henry, Director
Risk Management Department

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October 8, 2013

Signature on File

TO: Donald Lee, Principal
Broadview Elementary School

FROM: Robert Krickovich, Coordinator I, LEA
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

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 Assessment

Broadview Elementary

Evaluation Date September 30, 2013

Time of Day 1:00

Outdoor Conditions Temperature 90.8

Relative Humidity 51.3

Ambient CO2 501

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
780	71.2	72 - 78	58.4	30% - 60%	658	MAX 700 > Ambient	19	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		Yes		No		1 tile right of door	
Walls	Drywall		No		No			
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean		Yes	Inside of Supply Duct Clean		No	Inside of Return Duct Clean		No
Flooring Clean		Yes	Ceiling at Supply Grills Clean		No			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			BARD unit outside of building			Mechanical Room Clean		N/A
Filters Installed Properly		Yes	Filters Clean		No	Inside of HVAC Unit Clean		No
Condensate Pan Clean		N/A	Cooling Coil Clean		N/A			
Fresh Air Intake Location			Outside of Unit ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			None ▼					

Observations

Humidity elevated compared to outdoors - microbial growth on all wood furniture and furnishings in room - HVAC supply grills and ceilings at supply grills dusty - Dust and debris inside of unit

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	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Clean entire HVAC system - Unit and Drops	▼
Evaluate and repair cause of stained ceiling tiles	▼
Remove and replace stained ceiling tiles	▼
	▼
	▼
	▼
	▼

