

December 18, 2013

TO:

FROM:

## managing risk with responsibility

Aston A. Henry, Director	Telephone:	754 321-1900
Risk Management Department	Fax:	754 321-1917

Signature on File

Cyntheria Hunt, Principal
Broward Estates Elementary School

Robert Krickovich, Coordinator I, LEA

Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only				
	Custodial Issues Addressed			
	Custodial Issues Not Addressed			
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On December 12, 2013, I conducted an assessment at **Broward Estates 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**

Broward Estates Elementary E	valuation Da	December 12, 2	Time of Day	9:30
Outdoor Conditions Temperature 80.7	Relativ	e Humidity 74.4	4 Ambient CO2 5 <sup>-6</sup>	11
Fish         Temperature         Range         Relative H           602         70.3         72 - 78         58.2	<del></del> i	Range 0% - 60%	CO <sup>2</sup> Range # Oc 515 MAX 700 > Ambient	2
Noticeable Odor Yes Visible water staining		Visible microbia growth?	I Amount of material affected	
Ceiling 2' X 4' Lay in No	j	No		
Walls Plaster No	]	No		
Floor 12" x 12" Vinyl No	]	No		
Grills	Supply Clean	Yes	HVAC Return Grills Clean	Yes
Walls Clean Yes Inside Flooring Clean Yes Duct C	e of Supply Clean	Yes	Inside of Return Duct Clean	No
	g at Supply Clean	N/a		
Trash Removed Yes Exhaust Fa	_	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Drain	n Traps Wet	Yes	Air Fresheners	No
Room Cluttered No Food if Stored in Sealed Con		N/A	in Room	140
Mechanical Equipment Location Floor Mounted in	Room		Mechanical Room Clean	N/A
Filters Installed Properly N/A Fi	ilters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A Cooling	Coil Clean	N/A		
Fresh Air Intake Location Outside of Room		•	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake		•	of Obstruction	
Observations				
Musty odor in room - odor coming from fan coil un hanging outside of unit at floor	it - Heavy d	ust buildup inside	of return grill - Electrical wires	<b>S</b>
Corrective Actions to be Completed by Site Based	Staff	Corrective A	ctions to be Completed by PP	0
			n HVAC coil and pan	
	▼	•	hanging outside of HVAC unit erature to 72 - 78 degrees	▼
	<del>                                     </del>	Jet temp	crature to 12 - 10 degrees	
	▼			▼
	▼			▼

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Repair HVAC to reduce Humidity levels		
Evaluate and clean floor drains due to heavy		
wax build up in grates		
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