

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

October 27, 2014

Signature on File

TO: Cyntheria Hunt, Principal
Broward Estates Elementary School

FROM: Dan Meyer, Project Manager
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 October 21, 2014, 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, Executive Director, 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

DM/tc
Enc.

IAQ Assessment

Broward Estates Elementary

Evaluation Date October 21, 2014

Time of Day 11 AM

Outdoor Conditions Temperature 86.7

Relative Humidity 60.1

Ambient CO2 448

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
501	73.9	72 - 78	45.2	30% - 60%	2108	MAX 700 > Ambient	21
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		Yes		No		1 tile
Walls	Plaster/Tack Board		No		No		
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean	Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean	Yes	Inside of Supply Duct Clean		N/A	Inside of Return Duct Clean		N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean		N/a			
Room Surfaces Clean	Yes						
Trash Removed	Yes	Exhaust Fans Working		N/A	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		Yes			
Mechanical Equipment Location	Floor unit in classroom					Mechanical Room Clean	N/A
Filters Installed Properly	Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		No
Condensate Pan Clean	Yes	Cooling Coil Clean		No			
Fresh Air Intake Location	Thru exterior wall ▼					Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼						

Observations

Area rug has stains and needs to be cleaned. 1 ceiling tile has water stains. Elevated CO2 levels in classroom. Fan coil unit needs to be cleaned.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean stained carpet	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
Repair HVAC to reduce CO2 level in classroom	▼
Evaluate the cleaning of the HVAC coil	▼
Clean fan coil unit	▼
	▼
	▼
	▼
	▼

IAQ Assessment

Broward Estates Elementary

Evaluation Date October 21, 2014

Time of Day 11:00 AM

Outdoor Conditions Temperature 86.7

Relative Humidity 60.1

Ambient CO2 448

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
503	72.6	72 - 78	47.4	30% - 60%	1856	MAX 700 > Ambient	24
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		Yes		No		2 tiles	
2' X 4' Lay in		No		No			
Plaster/Tack Board		No		No			
12" x 12" Vinyl		No		No			

Ceiling Clean	<input checked="" type="checkbox"/>	HVAC Supply Grills Clean	<input type="checkbox"/>	HVAC Return Grills Clean	<input type="checkbox"/>
Walls Clean	<input checked="" type="checkbox"/>	Inside of Supply Duct Clean	<input type="checkbox"/>	Inside of Return Duct Clean	<input type="checkbox"/>
Flooring Clean	<input checked="" type="checkbox"/>	Ceiling at Supply Grills Clean	<input type="checkbox"/>		
Room Surfaces Clean	<input checked="" type="checkbox"/>		<input type="checkbox"/>		

Trash Removed	<input checked="" type="checkbox"/>	Exhaust Fans Working	<input type="checkbox"/>	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/>
Signs of Pests	<input type="checkbox"/>	Drain Traps Wet	<input type="checkbox"/>	Air Fresheners in Room	<input type="checkbox"/>
Room Cluttered	<input type="checkbox"/>	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/>		

Mechanical Equipment Location	Floor unit in classroom	Mechanical Room Clean	<input type="checkbox"/>
Filters Installed Properly	<input checked="" type="checkbox"/>	Filters Clean	<input type="checkbox"/>
Condensate Pan Clean	<input checked="" type="checkbox"/>	Cooling Coil Clean	<input type="checkbox"/>
		Inside of HVAC Unit Clean	<input type="checkbox"/>

Fresh Air Intake Location	Thru exterior wall	Fresh Air Intake Free of Obstruction	<input checked="" type="checkbox"/>
Pollutant Sources Near Air Intake	No		

Observations

A/C unit needs to be cleaned and return grills. Two ceiling tiles need to be replaced. Roof leak repaired but tiles need to be replaced. Elevated CO2 levels in classroom. Non-approved Clorox wipes in classroom.

Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tiles	▼
Remove Clorox wipes	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce CO2 level in classroom	▼
Evaluate the cleaning of the HVAC coil	▼
Clean fan coil unit	▼
	▼
	▼
	▼
	▼