THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT

TELEPHONE (754) 321-4200

FACSIMILE: (754) 321-4285

October 2	, 2015 Signature on File	For Custodial Supervisor Use Only	
TO:	Cyntheria Hunt, Principal Broward Estates Elementary	Custodial Issues Addressed	
FROM:	Daniel Meyer, Project Manager Environmental Health & Safety Department	Custodial Issues Not Addressed	
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On October 1, 2015, 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 754-321-4200.

cc: Shelley Meloni, Director, Pre-Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Broward Teachers Union Federation of Public Employees Gerald Devio, Supervisor II Custodial Benjamin Osborne, Supervisor II Custodial Rich Volipi, Supervisor II Custodial Mark Murray, Supervisor II Custodial Sam Bays, Director, Maintenance Operations Kurt Wirz, Area Manager Trades

IAQ Assessment							
Broward Estates	Elementary Evaluation Date	e October 1, 2015	Time of Day 11:	45 AM			
Outdoor Conditions Tempera	ture 86.7 Relative	Humidity 77.6	Ambient CO2 4	36			
		Range CO ² % - 60% 656	*	ccupants 3			
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' X 4' Lay in	No	No					
Walls Drywall	No	No					
Floor Carpet / VCT	No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No			
Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes			
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No					
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners				
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	No			
Mechanical Equipment Location	FISH #113		Mechanical Room Clean	Yes			
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Clean Yes	Cooling Coil Clean	Yes					
Fresh Air Intake Location Thru exterior wall		▼	Fresh Air Intake Free of Obstruction				
Pollutant Sources Near Air Intake	Νο	▼	ci essendonori				
Observations							
Return air grill has a filter installed which needs to be changed. Wooden desk needs to be cleaned better. Reduce Items on desk and cabinet so it can be wiped clean. Old carpet in cabinet needs to be removed. Plastic plants should be removed and cleaned properly. Ceiling tiles need to be changed cuts needed. Supply and return grills need to be							
cleaned.							

Corrective Actions to be Completed by Site Based Staff

Thoroughly Clean desk and cabinets		
Replace filter in Office		
Clean HVAC supply and return grills with Wexcide	▼	
Clean or remove plastic plants	▼	
	▼	
	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

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Remove old carpet in cabinet and replace w/ tile	▼
Ceiling tile cuts needed around supply vents	▼
	▼
	▼
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	▼
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