

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
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February 24, 2015 **Signature on File**

TO: Teresa Lipkins, Principal
 Chapel Trail Elementary

FROM: Richard Rosa, 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
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On February 23, 2015, I conducted an assessment at **Chapel Trail Elementary**. 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 754-321-1900.

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

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Enc.

IAQ Assessment

Chapel Trail Elementary

Evaluation Date February 23, 2015

Time of Day 11:00 AM

Outdoor Conditions Temperature 80.7

Relative Humidity 70.3

Ambient CO2 425

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
101N	72.0	72 - 78	58.0	30% - 60%	739	MAX 700 > Ambient	 	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		No		No		 	
Walls	Drywall		Yes		No		50 sq ft	
Floor	Carpet		No		No		 	
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		Yes
Walls Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
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		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			FISH 103			Mechanical Room Clean		Yes
Filters Installed Properly		No	Filters Clean		No	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			No ▼					

Observations

South area carpenters to move desk assembly away from wall and dry the wall and carpet thoroughly. Another section of wall (NW corner of room) is wet from carpet up 1'. In the men's and women's restroom area remove all baseboard and allow walls to dry properly. Fans should be operating. Evaluate whether you need to remove drinking fountain backing board to dry properly. Install fans in electric room 101V

Please expedite

Corrective Actions to be Completed by Site Based Staff

Install proper filters, tape and date.	▼
Assist with carpenters on locations of wet walls	▼
per assessment	▼
Install floor fans in F101V, restroom area & 101N	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Install appropriate filter spacer in HVAC	▼
Remove baseboard to allow fans to dry walls	▼
Evaluate the walls for dryness, if still wet	▼
remove wet wall board and replace	▼
See observations for specifics	▼
	▼
	▼
	▼

IAQ Assessment

Chapel Trail Elementary

Evaluation Date February 23, 2015

Time of Day 12:15 PM

Outdoor Conditions Temperature 80.7

Relative Humidity 70.3

Ambient CO2 425

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
110C	72.3	72 - 78	62.6	30% - 60%	996	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall		Yes		No		2 sq ft
Floor	Carpet		Yes		No		4 sq ft

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Walls Clean	No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Flooring Clean	No	Ceiling at Supply Grills Clean	Yes		
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	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	FISH 107		Mechanical Room Clean	Yes	
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes	Cooling Coil Clean	No		

Fresh Air Intake Location	Roof top ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

Carpenters to remove baseboard and replace when walls are dry. Walls were wet up 6", back corner of room only

Please expedite

Corrective Actions to be Completed by Site Based Staff

Install floor fans in corner of room per assessment	▼
Evaluate floor for dryness	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate HVAC coil for replacement or clean	▼
Remove baseboard to allow fans to dry walls	▼
Evaluate the walls for dryness, if still wet	▼
remove wet wall board and replace	▼
Repair HVAC to Reduce Humidity Levels	▼
	▼
	▼
	▼