

# managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departmer	nt

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October 8, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Katherine Good, Principal <b>Coconut Creek Elementary School</b>	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On September 26, 2013, I conducted an assessment at **Coconut Creek 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 Assessi	ment		
Coconut Creek Ele	mentary Evaluation Dat	te September 26, 2013	3 Time of Day 1	1:00
Outdoor Conditions Temperatur	e 85.6 Relative	e Humidity 87.7	Ambient CO2 4	97
FishTemperatureRange11473.472 - 78		Range         CO           % - 60%         171		2
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 Tack Board	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	Yes		
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	Yes
Mechanical Equipment Location Ce	eiling Mounted Unit		Mechanical Room Clean	N/A
Filters Installed Properly N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location	nknown	▼	Fresh Air Intake Free	
Pollutant Sources Near Air		▼	of Obstruction	
Observations				
One stained ceiling tile - Stained ce	iling tiles throughout facility	y - Strong odor from F	ebreeze air freshener	
HFSP stated that PPO has been on	site for three days fixing the	e roof		

#### Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tiles	▼
and monitor	▼
	▼
	▼
	▼
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## Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
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	▼

	IAQ Assess	ment		
Coconut Creek Eleme	entary Evaluation Dat	e September 26, 2013	3 Time of Day	1:00
Outdoor Conditions Temperature	85.6 Relative	e Humidity 87.7	Ambient CO2 4	97
Fish         Temperature         Range           135         73.5         72 - 78		Range         CO <sup>2</sup> % - 60%         732		ccupants 2
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling     2' X 4' Lay in       Walls     Tack Board       Floor     12" x 12" Vinyl				
Ceiling Clean	HVAC Supply Grills Clean Inside of Supply Duct Clean		HVAC Return Grills Clean Inside of Return Duct Clean	
Room Surfaces	Ceiling at Supply Grills Clean		Duct Clean	
Trash Removed     Signs of Pests     Room Cluttered	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	
Mechanical Equipment Location	Filters Clean Cooling Coil Clean		Mechanical Room Clean Inside of HVAC Unit Clean	
Fresh Air Intake Location Pollutant Sources Near Air Intake		<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	
Observations				
Problems identified in last assessmer this room has 70% humidity all rooms Odor is so strong the room is no long	s around it are 40% humid			

#### Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

▼	Ensure all repairs have been completed on
▼	work orders EQ07698, EQ07699 and EQ07700
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	IAQ Assess	ment		
Coconut Creek	Elementary Evaluation Da	ate September 26, 2013	3 Time of Day 1	1:00
Outdoor Conditions Tempera	ature 85.6 Relative	e Humidity 87.7	Ambient CO2 49	97
		Range         CO <sup>2</sup> 0% - 60%         721		ccupants 3
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywall/TackboardFloor12" x 12" Vinyl	Yes           No           No	No No	3 tiles	
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes N/A	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a	<b>Duot 0.00</b>	
Trash RemovedYesSigns of PestsNo	Exhaust Fans Working Drain Traps Wet	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners	No
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	Ceiling Mounted Unit Filters Clean	N/A	Mechanical Room Clean	N/A N/A
Condensate Pan Clean N/A		N/A		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Unknown	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	
Observations Three stained ceiling tiles - Stain furnishings.	ned ceiling tiles throughout fac	cility - Room cluttered -	- walking path through and	d around
HFSP stated that PPO has been	on site for three days fixing th	e roof		

#### Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tiles	▼
and monitor	▼
Encourage occupant to reduce clutter	▼
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# Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
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