

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departme	ent

 Telephone:
 754 321-1900

 Fax:
 754 321-1917

June 12, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Katherine Good, Principal Coconut Creek Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On June 11, 2014, 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 not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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

DM/tc Enc.

IAQ Assessment						
Coconut Creek	Elementary Evaluation Dat	e June 11, 2014	Time of Day	0:30		
Outdoor Conditions Tempera	ature 85.6 Relative	Humidity 71.8	Ambient CO2 4	27		
		Range         CO <sup>2</sup> % - 60%         473	Range # O MAX 700 > Ambient	ccupants 2		
Noticeable OdorNoCeiling2' X 4' Lay inWallsDrywall/TackboardFloor12" x 12" Vinyl	Visible water damage / staining? No No No	Visible microbial growth? No No	Amount of material affected			
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No N/A Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No No		
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No		
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	N/A No		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Not accessible No	▼ ▼	Fresh Air Intake Free of Obstruction	N/A		
Observations Dust and dirt build up on filters boards ( green + red ) on the N.V of water intrusion.						

Corrective Actions to be Completed by Site Based Staff

Remove and replace A/C filters	▼
Clean HVAC supply and return grills with Wexcide	▼
Clean dust from inside return	▼
Remove paper covering bulletin boards	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

▼
▼
▼
▼
▼
▼
▼
▼