

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917	
January 26, 20	O15 Signature on File	For Custodial S	upervisor Use Only	
TO:	Katherine Good, Principal Coconut Creek Elementary		ues Addressed ues Not Addressed	
FROM:	Daniel Meyer, Project Manager Risk Management Department			
SUBIECT:	Indoor Air Quality (IAO) Assessment			

On January 12, 2015, I conducted an assessment at **Coconut Creek 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

DM/jj Enc. **Evaluation Date** January 12, 2015

Time of Day

10:30 AM

Outdoor Conditions	Temperature [83.4 Relative	Humidity 65.8	Ambient CO2 4	19
Fish Tempera 143 72.1		i	Range Co % - 60% 72		ccupants 2
Noticeable Odor Ceiling 2' X 4' La Walls Tack Bo Floor 12" x 12"	ay in ard	Visible water damage / staining? No No No	Visible microbial growth? No No No	Amount of material affected	
Walls Clean Y Flooring Clean Y	es es es	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
Signs of Pests	••	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is In Sealed Containers	Yes No N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Filters Installed Properly Condensate Pan Clea	Yes	ssroom HVAC unit Filters Clean Cooling Coil Clean	No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	N/A No
Fresh Air Intake Location Pollutant Sources Near A Intake Observations		d to roof-top	▼	Fresh Air Intake Free of Obstruction	Yes

Filter need to be changed. Inside of the A/C unit needs to be cleaned. Both supply grill and return grill needs to be cleaned. Wood (located by windows) needs to be wiped clean. Window caulking on exterior of classroom is cracking and peeling. Sink (west side of classroom) has the water turned off and the drainline is still connected. Trap was dry.

Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be completed by one based of	u.,
Wipe down wood by windows	
Change A/C Filter	lacksquare
Clean HVAC supply and return grills with Wexcide	▶
Clean inside unit by filter	▶
	\blacktriangleright
	▶
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate the drain for sink	
Repair / Replace window caulk	
	▼
	▼
	▼
	▼
	▼
	▼