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

## **TELEPHONE (754) 321-4200**

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November	For Custodial Supervisor Use	
TO:	Katherine Good, Principal Coconut Creek Elementary	Custodial Issues Addressed
FROM:	Daniel Meyer, Project Manager Environmental Health & Safety Department	Custodial Issues Not Addressed
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On November 3, 2015, 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 754-321-4200.

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							
Coconut Creek	Elementary Evaluation Date	November 3, 2015	Time of Day 11:	15 AM			
Outdoor Conditions Tempera	ature 84.7 Relative	Humidity 77.6	Ambient CO2 4	25			
		Range         CO <sup>2</sup> % - 60%         1589		ccupants 4			
Noticeable Odor No Ceiling 2' X 4' Lay in	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Walls   Tack Board     Floor   12" x 12" Vinyl	No           No						
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	Yes	HVAC Return Grills Clean Inside of Return	Yes			
Flooring Clean Yes Room Surfaces Yes Clean	Duct Clean Ceiling at Supply Grills Clean	Yes	Duct Clean	Yes			
Trash Removed Yes	Exhaust Fans Working Drain Traps Wet	Yes	Unapproved Chemicals / Cleaners in Room	No			
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location	In classroom HVAC unit		Mechanical Room Clean	N/A			
Filters Installed Properly Yes Condensate Pan Clean Yes		Yes	Inside of HVAC Unit Clean	No			
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall, back of uni	t 🛛 🔻	Fresh Air Intake Free of Obstruction	Yes			
Observations Inside of the A/C unit needs to b with wexcide. Reduce items in c			book cabinet. Needs to	be wiped			

Corrective Actions to be Completed by Site Based Staff

Clean wooden cabinet with wexcide	▼	
Reduce items in classroom	▼	
Clean area after items are removed	▼	
	▼	
	▼	
	▼	
	▼	
	▼	

## Corrective Actions to be Completed by PPO

Repair HVAC to reduce CO2 level in classroom		
Clean the interior of A/C unit in classroom	▼	
	▼	
	▼	
	▼	
	▼	
	▼	
	▼	