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

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

FACSIMILE: (754) 321-4285

November 14	, 2016	Signature on File	<u>For</u>	Custodial Supervisor Use Only
TO:	Katherine Good, Princi <b>Coconut Creek Eleme</b> r	1		Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project M Environmental Health		_	
SUBJECT:	Indoor Air Quality (IA	Q) Assessment		

On November 10, 2016, 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.

DM:smn Enc.

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 Volpi, Supervisor II Custodial Mark Murray, Supervisor II Custodial Sam Bays, Director, Maintenance Operations Kurt Wirz, Area Manager Trades

	IAQ Assessi	ment		
Coconut Creek	Elementary Evaluation Dat	e November 10, 2016	<b>Time of Day</b> 10:00	AM
Outdoor Conditions Temper	ature 77.6 Relative	Humidity 66.7	Ambient CO2 425	
		Range     CO <sup>2</sup> % - 60%     1000		upants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No       No       No	Yes No No	3 tiles	
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	No	HVAC Return Grills Clean	No
Flooring Clean Yes Room Surfaces No Clean	Duct Clean Ceiling at Supply Grills Clean	No	Duct Clean L	
Trash Removed Yes	Exhaust Fans Working Drain Traps Wet	N/A	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   No		No No	Inside of HVAC Unit Clean	No
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top	<ul><li>▼</li></ul>	Fresh Air Intake Free [	Yes
Observations				
3 tiles in front of discharge air r cleaned. Filter needs to be char				to be

Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

Clean HVAC Unit	▼
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	IAQ Assess	ment		
Coconut Creek	Elementary Evaluation Dat	November 10, 2016	5 Time of Day 10:0	MA 00
Outdoor Conditions Temper	ature 77.6 Relative	Humidity 66.7	Ambient CO2 42	25
		Range     CO       % - 60%     132		ecupants 9
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	Yes   No   No	No No No	1 tile	
Ceiling Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No
Flooring Clean Yes	Inside of Supply Duct Clean	Νο	Inside of Return Duct Clean	No
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered Yes	Drain Traps Wet 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	s Filters Clean	No	Inside of HVAC Unit Clean	No
Condensate Pan Clean No	Cooling Coil Clean	Νο		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations A/C unit needs to be cleaned. F one ceiling tile with a water stai	-	uce items in classroor	n so it can be cleaned pro	perly.

Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

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Clean HVAC Unit	▼
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