

managing risk with responsibility

	ement Department		Fax:	754 321-1900 754 321-1917	
September 1	8, 2013	Signature on File	For Custodial S	upervisor Use Only	
TO:	Lincoln Pasteur, Principal Collins Elementary School			ues Addressed ues Not Addressed	
FROM:	Richard Rosa, P Risk Manageme	,	_		
SUBJECT:	Indoor Air Qual	ity (IAQ) Assessment			

On September 17, 2013, I conducted an assessment at **Collins 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

RR/tc Enc.

IAQ Assessment

Collins E	lementary Evaluation Date	e September 17, 2013	Time of Day 1	0:45		
Outdoor Conditions Temperate	ure 76.4 Relative	Humidity 94.2	Ambient CO2 4	74		
Fish Temperature Ran 604 72.8 72 -		Range <u>CO</u> 2 % - 60% 1273		12		
Noticeable Odor Yes Ceiling tectum Walls Drywall/Tackboard	Visible water damage / staining? No No	Visible microbial growth? No No	Amount of material affected			
Floor 12" x 12" Vinyl	No	No				
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes		
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A		
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes				
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No		
Signs of Pests Yes Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No		
Mechanical Equipment Location	Γwo FIr units in classroom / 1	outside package	Mechanical Room Clean	N/A		
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes		
Condensate Pan Clean Yes	Cooling Coil Clean	No				
Pollutant Sources Near Air	Outside Standing water, algae and lea	ves ▼	Fresh Air Intake Free of Obstruction	Yes		
Intake Descriptions	Juliania mater, algae and lea	,,,				
Moisture in tack board behind construction paper above both floor HVAC units. Insects are visible above the South						
HVAC unit. There is a secondary HVAC supply overhead fed from a package unit outside. The outside package unit coil is clean. The outside package unit sits on a concrete pad, algae grows on concrete surface due to standing water						

adjacent to the fresh air intake. The surface is pressure cleaned regularly per HFSP. Advised the HFSP to monitor the odor once the HVAC repairs are completed, if odor persists remove construction paper from tackboard.

Corrective Actions to be Completed by Site Based Staff

Stair
▼
▼
▼
▼
▼
▼
▼
▼

Corrective Actions to be Completed by PPO

Clean both floor unit HVAC coils and drain pans	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

IAQ Assessment

Collins Elementary Eval	Iluation Date September 17, 2013 Time of Day 11:15							
Outdoor Conditions Temperature 76.4	Relative Humidity 94.2 Ambient CO2 474							
Fish Temperature Range Relative Hum 606 74.8 72 - 78 63.0	midity Range <u>CO</u> ² Range # Occupants 30% - 60% 1378 MAX 700 > 14 Ambient							
Noticeable Odor No Visible water da staining? Ceiling tectum No No No Floor 12" x 12" Vinyl No HVAC Su	? growth? material affected No No No HVAC Return							
Walls Clean Yes Inside of Duct Clean	f Supply Yes Inside of Return Duct Clean N/A							
Trash Removed Yes Signs of Pests No Drain Track Room Cluttered No Food if Stored in in Sealed Contain	Cleaners in Room No No No No No No No No No							
Mechanical Equipment Location Two Fir units in classroom / 1 outside package								
Fresh Air Intake Location Pollutant Sources Near Air Intake Outside Standing water, alga	Fresh Air Intake Free of Obstruction ae and leaves							
Observations The floor adjacent to the classroom HVAC units has debris scattered from the return grills.								
Corrective Actions to be Completed by Site Based Staff Thoroughly clean elevated surfaces ▼ Corrective Actions to be Completed by PPO Repair HVAC to reduce humidity level ▼								
Thoroughly clean and sanitize flooring	Evaluate cleaning both floor HVAC coils Evaluate cleaning condensate drain pan ▼ ■ ■ ■ ■ ■ ■							