

managing risk with responsibility

| Aston A. Henry, Director Risk Management Department | | | Fax: | 754 321-1900 754 321-1917 | |
|---|--|-------------------|--|-----------------------------------|--|
| October 30, 2013 | | Signature on File | For Custodial | For Custodial Supervisor Use Only | |
| TO: | Dennis Sciullo, Prin Cooper City Elemen | • | Custodial Issues Addressed Custodial Issues Not Addressed | | |
| FROM: | Richard Rosa, Projec | et Manager | Custoularis | sues i voi i tudi esseu | |

SUBJECT: Indoor Air Quality (IAQ) Assessment

Risk Management Department

On October 29, 2013, I conducted an assessment at **Cooper City 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

| Cooper City Elementary Eval | Time of Day 11:30 | | | | |
|---|--|--|--|--|--|
| Outdoor Conditions Temperature 81.3 | Relative Humidity 62.8 Ambient CO2 429 | | | | |
| Fish Temperature Range Relative Hum 120 74.1 72 - 78 47.1 | Name | | | | |
| Noticeable Odor No Visible water da staining? Ceiling 2' x 4' No | | | | | |
| Walls Drywall/Tackboard No Floor 12" x 12" Vinyl No | No No | | | | |
| Ceiling Clean Yes HVAC Su Grills Cle Walls Clean Inside of | ean Yes Grills Clean Yes | | | | |
| Flooring Clean Yes Duct Clean Room Surfaces Clean No Ceiling at Grills Clean | ean Duct Clean Yes at Supply | | | | |
| Trash Removed Yes Exhaust Fans Signs of Pests No Drain Tr | Cleaners in Room No No No No No No No No No | | | | |
| Mechanical Equipment Location FISH 155 AHU # 8 Filters Installed Properly No Filters Clean Yes Inside of HVAC Unit Clear Condensate Pan Clean Yes Cooling Coil Clean Yes | | | | | |
| Fresh Air Intake Location Pollutant Sources Near Air Intake No | Fresh Air Intake Free of Obstruction | | | | |
| Observations There are two open cabinets that contain classroom supplies, remove the contents and thoroughly clean. Remove construction paper from two tack boards. The paper is not allowing the tack board to dry due to past humidity issues. I advised the HFSP with recommendations. | | | | | |
| Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO | | | | | |
| Pull out contents & clean interior cabinetry Clean ceilings around HVAC supply grills Tape and date HVAC filters | ▼ Install appropriate filter spacer in AHU # 8 ▼ ▼ | | | | |