

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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September 2	3, 2014 Signature on File	For Custodial Supervisor Use Only
TO:	Philip Bullock, Principal Coral Cove Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessme	ent

On September 15, 2014, I conducted an assessment at **Coral Cove 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, 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

RR/tc Enc.

	IAQ Assessi	nent		
Coral Cove B	Elementary Evaluation Dat	e September 15, 2014	Time of Day	12:00
Outdoor Conditions Tempera	ture 87.6 Relative	Humidity 65.8	Ambient CO2	137
FishTemperatureRat22974.872		Range CO ² % - 60% 903		ccupants
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	< 1 sq ft	
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Clean Trash Removed Yes	Grills Clean Exhaust Fans Working	Yes	Unapproved Chemicals /	
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Air Fresheners in Room	No Yes
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Glade plug in strip was identified	Stained ceiling tile in the res	troom possibly due to	condensation Ladvisod	the
Glade plug in sinp was identified		i o occure when the U		the

HFSP to change tiles and monitor, making sure the exhaust fan is secure when the HVAC system secures for the evening. If the exhaust fan doesn't shut down when HVAC shuts down, call in a work order to evaluate and repair to function as designed.

Corrective Actions to be Completed by Site Based Staff

Monitor restroom exhaust fan for proper operation	▼
see observations for additional information	▼
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Corrective Actions to be Completed by PPO

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	IAQ Assessr	nent		
Coral Cove	Elementary Evaluation Dat	September 15, 2014	Time of Day 1	1:30
Outdoor Conditions Tempera	ture 87.6 Relative	e Humidity 65.8	Ambient CO2 4	37
		Range CO ² % - 60% 989	Range # Oo MAX 700 > Ambient	ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	Yes	No	6 ceiling tiles	
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean No 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	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No 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	FISH 160		Mechanical Room Clean	Yes
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air	Thru exterior wall	▼	Fresh Air Intake Free of Obstruction	Yes
Intake	Νο	▼		
Observations				
No visible microbial growth abov	e the drop ceiling.			

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles after repairs	▼
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Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
	▼
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Fish Temperature Range Relative Humidity Range CO2 Range # Occupants 237 74.4 72 - 78 47.0 30% - 60% 938 MAX 700 > Ambient Noticeable Odor No Visible water damage / staining? Visible microbial growth? Amount of material affected Ceiling 2' X 4' Lay in No No Amount of material affected Walts Drywall No No No Max Floor 12' x 12'' Vinyl No No Max MVAC Return Grills Clean Yes HVAC Supply Yes HVAC Return Grills Clean Yes Inside of Return Grills Clean Yes Room Surfaces Yes Ceiling at Supply Grills Clean Yes Unapproved Chemicals / Cleaners in Room No Signs of Pests No Drain Traps Wet N/A Air Fresheners In Room Yes Fitters Installed Properly Yes Fitters Clean Yes Inside of HVAC Unit Clean Yes Fresh Air Intake Location Thru exterior wall Yes Fresh Air Intake Free of Obstruction Yes Fr		IAQ Assess	ment		
Fish Temperature Range Relative Humidity Range CO ² Range # Occupant 237 74.4 72 - 78 47.0 30% - 60% 938 MAX 700 > MAX 700 > Noticeable Odor No Visible water damage / staining? Visible microbial growth? Amount of material affected Ceiling 2' X 4' Lay in No No Mo Mo Walls Drywall No No Mo Mo Mo Floor 12' x 12' Vinyl No No Mo	Coral Cove	Elementary Evaluation Date	te September 15, 2014	Time of Day 1	2:00
237 74.4 72 - 78 47.0 30% - 60% 938 MAX 700 > Ambient Noticeable Odor No Visible water damage / staining? Visible microbial growth? Amount of material affected Ceiling 2'X 4' Lay in No No Mo Mo Walls Drywall No No No Mo Floor 12' X 12' Vinyl No No Mo Mo Ceiling Clean Yes HVAC Supply Yes HVAC Return Grills Clean Yes Walls Clean Yes Inside of Supply Yes Inside of Return Ves Yes Flooring Clean Yes Ceiling at Supply Yes Duct Clean Yes Room Surfaces Yes Ceiling at Supply Yes No No Trash Removed Yes Exhaust Fans Working Yes No Air Fresheners in Room No Signs of Pests No Food if Stored in Room is in Sealed Containers N/A Air Fresheners in Room Yes Filters Installed Property Yes Filters Clean Yes Inside of HVAC Unit Clean Ye	Outdoor Conditions Tempera	ature 87.6 Relative	e Humidity 65.8	Ambient CO2 4	37
Noticeable Odor No material affected Ceiling 2' X 4' Lay in No No Walls Drywall No No Floor 12" x 12" Vinyl No No Ceiling Clean Yes HVAC Supply Yes Walls Clean Yes HVAC Supply Yes Flooring Clean Yes Inside of Supply Yes Flooring Clean Yes Duct Clean Yes Room Surfaces Yes Ceiling at Supply Yes Clean Yes Ceiling at Supply Yes Signs of Pests No Drain Traps Wet N/A Room Cluttered No Food if Stored in Room is in Sealed Containers N/A Mechanical Equipment Location FISH 160 Mechanical Room Clean Yes Filters Installed Properly Yes Filters Clean Yes Inside of HVAC Unit Clean Yes Condensate Pan Clean Yes Cooling Coil Clean Yes Inside of HVAC Unit Clean Yes Fresh Air Intake Location Thru exterior wall Y Fresh Air Intake Free of Obstruction<			020	MAX 700 >	ccupants
Walls Drywall No No No Floor 12" x 12" Vinyl No No No Ceiling Clean Yes HVAC Supply Grills Clean Yes HVAC Return Grills Clean Yes Walls Clean Yes Inside of Supply Duct Clean Yes Inside of Return Duct Clean Yes Room Surfaces Yes Ceiling at Supply Grills Clean Yes Unapproved Chemicals / Cleaners in Room No Trash Removed Yes Exhaust Fans Working Yes Unapproved Chemicals / Cleaners in Room No Signs of Pests No Drain Traps Wet N/A Air Fresheners in Room Yes Mechanical Equipment Location FISH 160 Mechanical Room Clean Yes Filters Installed Properly Yes Filters Clean Yes Condensate Pan Clean Yes Cooling Coil Clean Yes Fresh Air Intake Location Thru exterior wall Yes Fresh Air Intake Free of Obstruction Yes Observations No Thru exterior wall Yes Side plug in strip was identified. Bread and fruit were identified in bags with condensation located by windows for <	Noticeable Odor No				
Walls Clean Yes Grills Clean Yes Grills Clean Yes Flooring Clean Yes Inside of Supply Duct Clean Yes Inside of Return Duct Clean Yes Room Surfaces Clean Yes Ceiling at Supply Grills Clean Yes Unapproved Chemicals / Cleaners in Room Yes Trash Removed Yes Exhaust Fans Working Yes Unapproved Chemicals / Cleaners in Room No Signs of Pests No Drain Traps Wet N/A Air Fresheners in Room Yes Mechanical Equipment Location FISH 160 Mechanical Room Clean Yes Filters Installed Properly Yes Filters Clean Yes Condensate Pan Clean Yes Cooling Coil Clean Yes Fresh Air Intake Location Thru exterior wall Yes Yes Pollutant Sources Near Air Intake No Yes Yes Observations No Yes Yes Grilla Clean (Pug in strip was identified. Bread and fruit were identified in bags with condensation located by windows for	Walls Drywall		No		
Clean Grills Clean Yes Trash Removed Yes Exhaust Fans Working Yes Unapproved Chemicals / Cleaners in Room No Signs of Pests No Drain Traps Wet N/A Air Fresheners in Room Yes Room Cluttered No Food if Stored in Room is in Sealed Containers N/A Air Fresheners in Room Yes Mechanical Equipment Location FISH 160 Mechanical Room Clean Yes Filters Installed Properly Yes Filters Clean Yes Inside of HVAC Unit Clean Yes Condensate Pan Clean Yes Cooling Coil Clean Yes Fresh Air Intake Location Fresh Air Intake Free of Obstruction Yes Pollutant Sources Near Air Intake No No V Store of Obstruction Yes Observations Glade plug in strip was identified. Bread and fruit were identified in bags with condensation located by windows for Yes	Walls Clean Yes	Grills Clean Inside of Supply		Grills Clean Inside of Return	
Signs of Pests No Boom Cluttered No Food if Stored in Room is in Sealed Containers N/A Air Fresheners in Room Yes Mechanical Equipment Location FISH 160 Filters Installed Properly Yes Filters Installed Properly Yes Condensate Pan Clean Yes Cooling Coil Clean Yes Fresh Air Intake Location Thru exterior wall Yes Pollutant Sources Near Air No No Image: Signed Air Intake Free of Obstruction Observations Glade plug in strip was identified. Bread and fruit were identified in bags with condensation located by windows for			Yes		
Filters Installed Properly Yes Filters Clean Yes Inside of HVAC Unit Clean Yes Condensate Pan Clean Yes Cooling Coil Clean Yes Fresh Air Intake Location Yes Fresh Air Intake Location Thru exterior wall ▼ Fresh Air Intake Free of Obstruction Yes Pollutant Sources Near Air Intake No ▼ Fresh Air Intake Free of Obstruction Yes Observations Glade plug in strip was identified. Bread and fruit were identified in bags with condensation located by windows for Fresh Air Located by windows for	Signs of Pests No	Drain Traps Wet Food if Stored in Room is	N/A	Cleaners in Room Air Fresheners	
Pollutant Sources Near Air No of Obstruction Yes Intake	Filters Installed Properly Yes	Filters Clean			
Glade plug in strip was identified. Bread and fruit were identified in bags with condensation located by windows for	Pollutant Sources Near Air				Yes
	Glade plug in strip was identifie	d. Bread and fruit were identifie	ed in bags with conder	sation located by window	ws for

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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