

# RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Director  
Risk Management Department

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October 8, 2013

Signature on File

TO: Frances Shaw, Principal  
**Coral Springs Elementary School**

FROM: Robert Krickovich, Coordinator I, LEA  
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
_____	
_____	

On September 16, 2013, I conducted an assessment at **Coral Springs 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

RK/tc  
Enc.

# IAQ Assessment

Coral Springs Elementary

Evaluation Date September 16, 2013

Time of Day 11:15

Outdoor Conditions    Temperature 82.4

Relative Humidity 93.9

Ambient CO2 481

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
119	77.7	72 - 78	86.8	30% - 60%	1048	MAX 700 > Ambient	23
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes		<input type="checkbox"/> Yes		<input type="checkbox"/> 4 stained tiles - Spotty on metal	
Ceiling	<input type="text" value="Metal Hood"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="text"/>	
Walls	<input type="text" value="Plaster"/>		<input type="checkbox"/> No	<input type="checkbox"/> No		<input type="text"/>	
Floor	<input 12"="" type="text" value="12" vinyl"="" x=""/>		<input type="checkbox"/> No	<input type="checkbox"/> No		<input type="text"/>	
Ceiling Clean	<input type="checkbox"/> Yes	HVAC Supply Grills Clean	<input type="checkbox"/> N/a	HVAC Return Grills Clean	<input type="checkbox"/> N/a		
Walls Clean	<input type="checkbox"/> Yes	Inside of Supply Duct Clean	<input type="checkbox"/> N/A	Inside of Return Duct Clean	<input type="checkbox"/> N/A		
Flooring Clean	<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean	<input type="checkbox"/> N/a				
Room Surfaces Clean	<input type="checkbox"/> Yes						
Trash Removed	<input type="checkbox"/> Yes	Exhaust Fans Working	<input type="checkbox"/>	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/> No		
Signs of Pests	<input type="checkbox"/> No	Drain Traps Wet	<input type="checkbox"/> N/A	Air Fresheners in Room	<input type="checkbox"/> No		
Room Cluttered	<input type="checkbox"/> No	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/> N/A				
Mechanical Equipment Location	<input type="text"/>			Mechanical Room Clean	<input type="checkbox"/>		
Filters Installed Properly	<input type="checkbox"/>	Filters Clean	<input type="checkbox"/>	Inside of HVAC Unit Clean	<input type="checkbox"/>		
Condensate Pan Clean	<input type="checkbox"/>	Cooling Coil Clean	<input type="checkbox"/>				
Fresh Air Intake Location	<input style="border-bottom: 1px solid black;" type="text"/>			Fresh Air Intake Free of Obstruction	<input type="checkbox"/>		
Pollutant Sources Near Air Intake	<input style="border-bottom: 1px solid black;" type="text"/>						

**Observations**

Kiln room in room 119 - 5 foot by 5 foot room with metal exhaust hood for ceiling - damp and musty in room - complaint of microbial growth - was cleaned but returns - minor microbial growth on kiln brick - spotty microbial growth on metal hood - stained ceiling tiles outside of room at hood

**Corrective Actions to be Completed by Site Based Staff**

	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Evaluate and repair cause of stained ceiling tiles	▼
Remove and replace stained ceiling tiles	▼
Check damper on kiln hood and repair as needed	▼
Clean and repaint entire kiln room and hood	▼
Repair cause of elevated humidity in kiln room	▼
	▼
	▼
	▼