

managing risk with responsibility

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March 19, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Frances Shaw, Principal Coral Springs Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	· · · · · · · · · · · · · · · · · · ·

On February 25, 2014, 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 Dat	e February 25, 2014	Time of Day	1:15			
Outdoor Conditions Tempera	ature 84.5 Relative	Humidity 48.0	Ambient CO2 3	97			
		Range CO ² % - 60% 853	Range # Oo MAX 700 > Ambient	2			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling2' X 4' Lay inWallsTack BoardFloor12" x 12" Vinyl	Yes No No	No No No	5 tiles				
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom Surfaces CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes			
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No			
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	Roof top None	▼	Fresh Air Intake Free of Obstruction	Yes			
Observations Minor dust on elevated surfaces orders immediately when staining severely rusted through, rust de	ng of ceiling tiles or other water	intrusion is first notio					

Corrective Actions to be Completed by Site Based Staff

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Thoroughly clean elevated surfaces	▼
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Corrective Actions to be Completed by PPO

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Evaluate and repair cause of stained ceiling tiles	▼
Evaluate fresh air damper	▼
Repair / Replace fresh air damper as needed	▼
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