

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917		
May 27, 2015	Signature on File	For Custodial S	For Custodial Supervisor Use Only		
TO:	Vonda Oliver, Principal Coral Springs Elementary		ues Addressed ues Not Addressed		
FROM:	Daniel Meyer, Project Manager Risk Management Department				
SUBJECT:	Indoor Air Quality (IAQ) Assessment				

On May 18, 2015, 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 754-321-1900.

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

DM/jj Enc.

IAQ Assessment									
Coral Springs	Elementary Evaluation Date	e May 18, 2015	Time of Day 1:	30 PM					
Outdoor Conditions Tempera	ature 87.6 Relative	Humidity 65.2	Ambient CO2 4	15					
		Range CO % - 60% 978		ccupants 6					
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected						
Ceiling2' X 4' Lay inWallsPlaster / DrywallFloorCarpet	Yes No	No No	1 tile						
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 Yes	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	Ducted to roof-top No	▼	Fresh Air Intake Free of Obstruction	Yes					
Observations									
Remove tile covering return duc cleaning equipment stored in Al- front office. Exhaust fans for the	IU room. This equipment needs	s to be stored in an ap	opropriate area. Strong od	or in					

School staff.

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

confective Actions to be completed by 110	
Complete work - J688060	▼
Complete work - J696240	▼
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