

Aston A. Henry, Supervisor
Risk Management Department

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April 11, 2012

Signature on File

TO: Tonya Frost, Principal
Country Isles Elementary School

FROM: Richard Rosa, Project Manager
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

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

On April 5, 2012, I conducted an assessment at **Country Isles 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: Area Superintendent
Area Directors
Shelley Meloni, Executive Director, Facilities and Construction Management
Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance
Sonja Coley, Project Manager III, Facilities and Construction Management
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Supervisor, Risk Management
Broward Teachers Union
Federation of Public Employees

RR/tc
Enc.

IAQ Assessment

Country Isles Elementary

Evaluation Date April 5, 2012

Time of Day 1130

Outdoor Conditions Temperature 78.7

Relative Humidity 59.7

Ambient CO2 434

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
860	70.1	72 - 78	61.5	30% - 60%	826	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		No		No		
Walls	Drywall		No		No		
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean	
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean	
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes	N/A	
Room Surfaces Clean		No					
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		Yes	Drain Traps Wet		N/A	Air Fresheners in Room	
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A	No	
Mechanical Equipment Location			Bard like HVAC system in classroom			Mechanical Room Clean	
Filters Installed Properly		N/A	Filters Clean		N/A	Inside of HVAC Unit Clean	
Condensate Pan Clean		N/A	Cooling Coil Clean		N/A	N/A	
Fresh Air Intake Location			Behind Bard unit/Exterior wall ▼			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			Grass and landscape ▼			Yes	

Observations

Dead insects on window sill - Humidistat is locked on 64% - Heavy dust inside thermostat - Condensate drain is dripping down the fresh air grill, possible humid air being brought back into classroom

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean all surfaces	▼
Encourage occupant to reduce clutter	▼
Monitor insects by windows and treat if necessary	▼
Vacuum HVAC return grills	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set Temperature to 72 - 78 degrees	▼
Remove cover and vacuum the thermostat	▼
	▼
	▼
	▼
	▼