

managing risk with responsibility

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October 25, 2012 Signature on File

TO: Mindy Morgan, Principal

Country Isles Elementary School

FROM: Richard Rosa, Project Manager

Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only				
	Custodial Issues Addressed			
	Custodial Issues Not Addressed			
-				

On October 23, 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: Directors, School Performance & Accountability
Shelley Meloni, Executive Director, Facilities Design and Construction
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Supervisor, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RR/tc Enc.

IAQ Assessment

Country Isles Elem	entary Evaluation Da	te October 23, 2012	Time of Day1	0:00			
Outdoor Conditions Temperature	80.6 Relative	e Humidity 62.5	Ambient CO2 4	49			
Fish Temperature Range 859 75.2 72 - 78	Relative Humidity 44.6 30	Range CO ² % - 60%		ccupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' x 4'	Yes	No	< 1sq ft				
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 No Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests Yes	Drain Traps Wet	N/A	Air Fresheners	No			
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	in Room	NO			
Mechanical Equipment Location Bar	d like HVAC system in cla	ssroom	Mechanical Room Clean	N/A			
Filters Installed Properly N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A			
Condensate Pan Clean N/A	Cooling Coil Clean	N/A					
Fresh Air Intake Location Beh	nind Bard unit/Exterior wa	II ▼	Fresh Air Intake Free of Obstruction	Yes			
Pollutant Sources Near Air Intake	ss and landscape	▼					
Observations							
The dust build up is located on the horizontal book shelving surfaces. A live insect was identified in the restroom. The exhaust fan grill in the restroom needs cleaning. The condensate drain hose is dumping water on the exterior fresh air louvered grill resulting in puddling on the louvers.							
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Corrective Actions to be Completed by Site Based Staff Replace stained ceiling tile after repair ▼ Corrective Actions to be Completed by PPO Evaluate and repair cause of stained ceiling tiles ▼							

Replace stained ceiling tile after repair	▼
Thoroughly clean horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Generate a work order for pest control	▼
	▼
	▼
	▼
	▼

Contestive Actions to be completed by 11 C			
Evaluate and repair cause of stained ceiling tiles	▼		
Evaluate the re-routing of the condensate drain			
	▼		
	▼		
	▼		
	▼		
	▼		
	▼		