

April 23, 2013

TO:

FROM:

SUBJECT:

managing risk with responsibility

Aston A. Henry, Task Assigned Director	
Risk Management Department	

Telephone: 754 321-1900 Fax: 754 321-1917

Signature on File For Custodial Supervisor Use Onl		
Mindy Morgan, Principal Country Isles Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed	
Richard Rosa, Project Manager Facilities Design and Construction		
Indoor Air Quality (IAQ) Assessment		

On April 3, 2013, 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.

Directors, School Performance & Accountability 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, Task Assigned Director, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

	IAQ Assessr	nent		
Country Isles	Elementary Evaluation Date	e April 3, 2013	Time of Day 1	2:30
Outdoor Conditions Tempera	ature 83.8 Relative	Humidity 52.6	Ambient CO2 4	35
		Range CO % - 60% 106		ccupants 37
Noticeable Odor No	Visible water damage / staining? Yes	Visible microbial growth?	Amount of material affected old painted stain]
Walls Drywall Floor Carpet	No No	No		
Ceiling CleanNoWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	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	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A 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	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Kitchen dumpsters and vehicl	▼ le traffic	Fresh Air Intake Free of Obstruction	Yes
Observations				
F-317 is the music room. Instrur degrees, the music room is too	•		ystem, reset the temp. to 7	'2

Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tiles	▼	
Thoroughly clean horizontal surfaces	▼	
Vacuum/wipe HVAC return grill	▼	
	▼	
	▼	
	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

Set Temperature to 72 - 78 degrees	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼