

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
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October 15, 2014

Signature on File

TO: Mindy Morgan, Principal
Country Isles Elementary School

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

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

On October 8, 2014, 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: 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

RR/tc
Enc.

IAQ Assessment

Country Isles Elementary

Evaluation Date October 8, 2014

Time of Day 9:45

Outdoor Conditions Temperature 80.0

Relative Humidity 89.5

Ambient CO2 457

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
P-123N	73.9	72 - 78	53.4	30% - 60%	1178	MAX 700 > Ambient	22	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	Homasote		No		No			
Walls	Homasote / Tackboard		Yes		Yes		< 1 sq ft	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		N/A	Inside of Return Duct Clean		N/A
Flooring Clean		Yes	Ceiling at Supply Grills Clean		N/a			
Room Surfaces Clean		Yes						
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			Window unit			Mechanical Room Clean		N/A
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes			
Fresh Air Intake Location			Window unit ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			Ponding water when rains ▼					

Observations

Remove the North bulletin board underneath HVAC unit, microbial growth and water damage to the bulletin board. The environment around and under this portable is conducive to ponding water after heavy rains.

Corrective Actions to be Completed by Site Based Staff

Vacuum window unit grills	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Replace bulletin board due to water damage	▼
Evaluate water damage to drywall	▼
once bulletin board has been removed	▼
Remove and replace wall material as necessary	▼
	▼
	▼
	▼
	▼