February 22, 2017   **Signature on File**

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

TO: Mindy Morgan, Principal
             Country Isles Elementary

FROM: Alison Witoshynsky, Project Manager
             Environmental Health & Safety Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

On February 21, 2017, 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 754-321-4200.

AW:smn
Enc.

cc: Shelley Meloni, Director, Pre-Construction
        Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
        Broward Teachers Union
        Federation of Public Employees
        Gerald Devio, Supervisor II Custodial
        Benjamin Osborne, Supervisor II Custodial
        Mark Murray, Supervisor II Custodial
        Sam Bays, Director, Maintenance Operations
        Kurt Wirz, Area Manager Trades

IAQ Assessment

Country Isles Elementary   **Evaluation Date** | February 21, 2017 | **Time of Day** | 12:00

Outdoor Conditions   **Temperature** | 78.3 | **Relative Humidity** | 58.4 | **Ambient CO2** | 444

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
604	74.1	**72 - 78**	49.8	**30% - 60%**	807	**MAX 700 > Ambient**	15

Noticeable Odor | No

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	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	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	Yes	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location | FISH 603 | **Mechanical Room Clean** | No

Filters Installed Properly | Yes | **Filters Clean** | Yes | **Inside of HVAC Unit Clean** | No

Condensate Pan Clean | No | **Cooling Coil Clean** | No

Fresh Air Intake Location | Ducted underground to secondary exterior ▼ | **Fresh Air Intake Free of Obstruction** | Yes

Pollutant Sources Near Air Intake | No ▼

Observations

Parent complained that student comes home sick.

Corrective Actions to be Completed by Site Based Staff		Corrective Actions to be Completed by PPO	
Remove return grills and vacuum	▼	Clean interior of unit	▼
Clean HVAC Return Grills with Wexcide	▼	Evaluate the cleaning of the HVAC coil	▼
Clean restroom exhaust fan grill	▼		▼
Clean dust from elevated surfaces	▼		▼
Encourage occupant to reduce clutter &	▼		▼
place stored items in plastic containers	▼		▼
	▼		▼
	▼		▼