

# managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	

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March 19, 201	4 Signature on File	For Custodial Supervisor Use Only
TO:	Robert Schneider, Principal Davie Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 14, 2014, I conducted an assessment at **Davie 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, 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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

	IAQ Assess	ment		
Davie	Elementary Evaluation Dat	te March 14, 2014	Time of Day	2:00
Outdoor Conditions Tempera	ture 75.9 Relative	e Humidity 44.3	Ambient CO2 4	10
		Range         CO <sup>2</sup> % - 60%         825		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsConcrete/tack boardFloor12" x 12" Vinyl	No No	No No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	No	HVAC Return Grills Clean Inside of Return	Yes
Flooring Clean Yes Room Surfaces Yes Clean	Duct Clean Ceiling at Supply Grills Clean	No	Duct Clean	Yes
Trash Removed Yes Signs of Pests No	Exhaust Fans Working Drain Traps Wet	Yes N/A	Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH 211		Mechanical Room Clean	Yes
Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes	Inside of HVAC Unit Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Observations Humidity inside is higher than hi	umidity outside. Rippled pape	er was identified on the	e wall surfaces.	

#### Corrective Actions to be Completed by Site Based Staff

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#### **Corrective Actions to be Completed by PPO**

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Install appropriate filter spacer in HVAC	▼
Repair HVAC to reduce humidity level	▼
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	IAQ Assess	ment		
Davi	e Elementary Evaluation Date	te March 14, 2014	Time of Day 1	:30
Dutdoor Conditions Tempe	rature 75.9 Relative	e Humidity 44.3	Ambient CO2 4	10
		Range         CO <sup>2</sup> % - 60%         721	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	No	No		
Walls Concrete/tack board	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	No	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 No	Drain Traps Wet	N/A	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	FISH 211		Mechanical Room Clean	Yes
Filters Installed Properly	es Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Ye	Cooling Coil Clean	Yes		
Fresh Air Intake Location	Roof top	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	Νο	▼	of Obstruction	
Observations				
Humidity inside is higher than	humidity outside.			

### Corrective Actions to be Completed by Site Based Staff

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## **Corrective Actions to be Completed by PPO**

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Install appropriate filter spacer in HVAC	▼
Repair HVAC to reduce humidity level	▼
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