

RISK MANAGEMENT...

managing risk with responsibility

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March 17, 2008

Signature on File

TO: Ms. Angela Fulton,, Principal
Dillard Elementary School

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 500, 500A, 500D and 500E

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

On February 26, 2008 I conducted an assessment of FISH 500, 500A, 500D and 500E at **Dillard Elementary School**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-3200.

cc: Dr. Verda Farrow, Area Superintendent
Michaelle Pope, Area Director
Jeffrey S. Moquin, Director, Risk Management
Frank Alfieri, Project Manager, Facilities and Construction Management
Charles Ricks, Project Manager, Facilities and Construction Management
Dane Ramson, Broward Teachers Union
Roy Jarrett, National Federation of Public and Private Employees
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Dillard Elementary School

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="500"/>	<input type="text" value="67.1"/>	<input type="text" value="72 - 78"/>	<input type="text" value="64"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="744"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="3"/>
Noticeable Odor	<input type="text" value="No"/>		Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="Bubbling paint - Minor"/>
Flooring	<input type="text" value="Carpet/Vinyl"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Repair as appropriate"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- Temperature was low and humidity level was elevated at the time of the assessment
- Minor paint bubbling on wall
- **FISH 500D - Mechanical Room** - AC filters not taped together, water stains on floor and visible water damage/stains on 2 walls.

Recommendations:

Site Based Maintenance:

- **FISH 500D - Mechanical Room** - Tape A/C filters together. Clean and sanitize floor.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations

- Evaluate HVAC for proper operation and repair as appropriate to increase temperature and lower humidity level
- Evaluate cause of bubbling paint and repair as appropriate. Repair wall material as necessary.
- **FISH 500D - Mechanical Room** - Evaluate cause of water damage/stains on walls and repair as appropriate. Repair wall material as necessary.

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Dillard Elementary School

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="500E"/>	<input type="text" value="67.7"/>	<input type="text" value="72 - 78"/>	<input type="text" value="65.7"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="744"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="3"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="Yes"/>	<input type="text" value="No"/>		<input type="text" value="@ 20 square feet"/>	
Flooring	<input type="text" value="Carpet/Vinyl"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Repair as appropriate"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- Practice room converted to computer hardware room
- Temperature was low and humidity level was elevated at the time of the assessment. No A/C return in room.
- Water damage/stains on 2 walls - @20 square feet
- **FISH 500A - Storage Room** - complaint of odor. No visible microbial growth. Cardboard boxes and unlaundered band uniforms in room.

Recommendations:

Site Based Maintenance:

- **FISH 500A - Storage Room** - Remove cardboard boxes to assist with odor. Consider storing items in plastic containers. Launder band uniforms regularly to assist with odor.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations

- Evaluate HVAC for proper operation and repair as appropriate to increase temperature and lower humidity level. No A/C return in room.
- Evaluate cause of water damage/stains on walls and repair as appropriate. Repair wall material as necessary.