

Aston A. Henry, Task Assigned Director  
Risk Management Department

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April 30, 2013

**Signature on File**

TO: Angela Brown, Principal  
**Dillard Elementary School**

FROM: Robert Krickovich, Coordinator I, LEA  
Facilities Design and Construction

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 April 2, 2013, I conducted an assessment at **Dillard 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, Supervisor, Risk Management  
Sonja Coley, Senior Project Manager, Facilities Design and Construction  
Broward Teachers Union  
Federation of Public Employees

RK/tc  
Enc.

# IAQ Assessment

Dillard Elementary

Evaluation Date April 2, 2013

Time of Day 1:00

Outdoor Conditions    Temperature 84.7    Relative Humidity 48.0    Ambient CO2 466

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
129	75.0	72 - 78	55.5	30% - 60%	1270	MAX 700 > Ambient	2
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		2' X 4' Lay in		Plaster		12" x 12" Vinyl	
No		No		Yes		No	
No		Yes		No		North Wall	
No		No		No		No	
Ceiling Clean		Walls Clean		Flooring Clean		Room Surfaces Clean	
Yes		No		No		No	
		HVAC Supply Grills Clean		Inside of Supply Duct Clean		Ceiling at Supply Grills Clean	
		No		Yes		No	
		HVAC Return Grills Clean		Inside of Return Duct Clean			
		No		Yes		Yes	
Trash Removed		Signs of Pests		Room Cluttered		Exhaust Fans Working	
Yes		No		No		N/A	
				Food if Stored in Room is in Sealed Containers		Drain Traps Wet	
				N/A		N/A	
						Unapproved Chemicals / Cleaners in Room	
						No	
						Air Fresheners in Room	
						No	
Mechanical Equipment Location		FISH 129B				Mechanical Room Clean	
Yes		Yes		No		Yes	
Filters Installed Properly		Filters Clean		Cooling Coil Clean		Inside of HVAC Unit Clean	
Yes		Yes		No		No	
Condensate Pan Clean							
No							
Fresh Air Intake Location		Outside of Room				Fresh Air Intake Free of Obstruction	
None		None				Yes	
Pollutant Sources Near Air Intake							

**Observations**

Water stains on North wall -- heavy dust and spotty microbial growth in front of supply grills - Flooring heavy dust, dirt, debris under wall mounted counters (computer desks) - Heavy dust on top of wall cabinets - Supply and return grills dirty - Ceilings @ supply grills dirty.

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

Thoroughly clean all surfaces	▼
Thoroughly clean and sanitize flooring	▼
Clean dust from wall surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Repair cause of water stains along North wall	▼
Clean HVAC unit and drops	▼
Repair HVAC to reduce humidity level	▼
Repair HVAC to reduce CO2 level	▼
	▼
	▼
	▼