

managing risk with responsibility

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Risk Management Department

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July 15, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Angela Brown, Principal Dillard Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On July 11, 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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

IAQ Assessment				
Dillard	Elementary Evaluation Dat	te July 11, 2013	Time of Day	1:30
Outdoor Conditions Tempera	ature 85.1 Relative	e Humidity 78.5	Ambient CO2 43	31
		Range CO ² % - 60% 450		cupants
Noticeable OdorNoCeiling2'x2' & 2'x4'WallsPlaster/Tack BoardFloor12" x 12" Vinyl	Visible water damage / staining? No No No	Visible microbial growth? No No	Amount of material affected	
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes No	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		utside classroom Yes N/A	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Exterior corridor No	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills	▼
Vacuum/wipe return grill	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

	IAQ Assessr	ment	
Dillard E	Elementary Evaluation Dat	te July 11, 2013	Time of Day 11:00
Outdoor Conditions Temperat	ture 85.1 Relative	Humidity 78.5	Ambient CO2 431
FishTemperatureRar52177.772 -		Range CO % - 60% 616	
Noticeable Odor No Ceiling Plaster	Visible water damage / staining? No	Visible microbial growth?	Amount of material affected
Walls Plaster/vinyl	Yes	Yes	stain 36 sq ft & M.G. 1 sq ft
Floor Quarry Tile	No	No	tile needs re-grouting
Ceiling CleanYesWalls CleanNoFlooring CleanNoRoom SurfacesNoCleanNo	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	N/a N/A N/a	HVAC Return Grills Clean N/a Inside of Return Duct Clean N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room
Mechanical Equipment Location Filters Installed Properly N/A Condensate Pan Clean N/A	3	N/A N/A	Mechanical Room Clean N/A Inside of HVAC Unit Clean N/A
Pollutant Sources Near Air	not applicable Not Applicable	▼	Fresh Air Intake Free N/A of Obstruction
Observations			
	h, a small portion of the visible	e plaster wall behind	nove vinyl backing and assess the vinyl has microbial growth due to has delaminated completely.

Corrective Actions to be Completed by Site Based Staff

· · · · ·	
Wipe vinyl wall stains w/wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Remove vinyl and evaluate plaster walls for repair	▼
re-grout the tile in the wash area	▼
Remove and replace wall material as necessary	▼
	▼
	▼
	▼
	▼
	▼