

Aston A. Henry, Director
Risk Management Department

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April 24, 2014

Signature on File

TO: Angela Brown, Principal
Dillard Elementary School

FROM: Dan Meyer, Project Manager
Risk Management Department

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 March 19, 2014, 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 Date March 19, 2014

Time of Day 9:45 A.M.

Outdoor Conditions Temperature 78.6 Relative Humidity 62.9 Ambient CO2 427

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
129	73.4	72 - 78	58	30% - 60%	1598	MAX 700 > Ambient	24
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		2' X 4' Lay in		Drywall		12" x 12" Vinyl	
No		No		No		No	
No		Yes		No		4 areas North wall	
No		No		No		No	
Ceiling Clean		Walls Clean		Flooring Clean		Room Surfaces Clean	
Yes		Yes		Yes		No	
HVAC Supply Grills Clean		Inside of Supply Duct Clean		Ceiling at Supply Grills Clean		HVAC Return Grills Clean	
Yes		Yes		No		Yes	
Exhaust Fans Working		Drain Traps Wet		Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room	
N/A		N/A		N/A		No	
Signs of Pests		Room Cluttered				Air Fresheners in Room	
No		No				No	
Mechanical Equipment Location		Filters Installed Properly		Condensate Pan Clean		Mechanical Room Clean	
FISH #129B		Yes		No		Yes	
Filters Clean		Cooling Coil Clean		Inside of HVAC Unit Clean			
Yes		No		Yes		Yes	
Fresh Air Intake Location		Pollutant Sources Near Air Intake				Fresh Air Intake Free of Obstruction	
Over top of exterior mechanical room door		No				Yes	

Observations

Water stains above cabinets on the North wall. Dry at the time of inspection. Dust on top of all of the cabinet tops (Computer Lab). Dust build up on ceiling tiles around supply grills. At the time of the assessment, the outside air damper was closed causing elevated CO2 levels. Manual damper was opened. The cooling coil and drain pan need to be cleaned.

Corrective Actions to be Completed by Site Based Staff

Clean dust from ceiling tiles or replace	▼
Thoroughly clean elevated surfaces	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Clean HVAC coil and pan	▼
Evaluate the cause of water stains on North wall	▼
and repair as necessary	▼
Remove and replace wall material as necessary	▼
	▼
	▼
	▼
	▼