

# RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Director  
Risk Management Department

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September 22, 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

**For Custodial Supervisor Use Only**

☐ Custodial Issues Addressed

☐ Custodial Issues Not Addressed

On September 16, 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, Executive Director, 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

DM/tc  
Enc.



# IAQ Assessment

Dillard Elementary

Evaluation Date September 16, 2014

Time of Day 11:30 AM

Outdoor Conditions Temperature 89.7 Relative Humidity 53.9 Ambient CO2 510

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
129	75.0	72 - 78	67.9	30% - 60%	1398	MAX 700 > Ambient	23
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall		Yes		No		4 areas North wall
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean	
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean	
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes		
Room Surfaces Clean		No					
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room	
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A		
Mechanical Equipment Location		FISH #129B				Mechanical Room Clean	
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean	
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes		
Fresh Air Intake Location		Over top of exterior mechanical room door				Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake		No				Yes	

## Observations

Water stains above cabinets on the North wall. Dry at the time of inspection. Dust on top of all cabinet tops (Computer Lab) Heavy build up on ceiling tiles around HVAC supply grills. Elevated CO2 and humidity.

## Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills	▼
Thoroughly clean all elevated surfaces in room	▼
	▼
	▼
	▼
	▼
	▼
	▼

## Corrective Actions to be Completed by PPO

Repair HVAC to reduce CO2 level in classroom	▼
Repair HVAC to reduce humidity level	▼
Evaluate the cause of water stains on North wall	▼
and repair as necessary	▼
repair/replace wall material as necessary	▼
	▼
	▼
	▼