

RISK MANAGEMENT...

managing risk with responsibility

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Risk Management Department

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May 2, 2008

Signature on File

TO: Mrs. Angeline Flowers, Principal
Charles Drew Elementary School

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 130

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

On May 1, 2008 I conducted an assessment of FISH 130 at **Charles Drew 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. Joanne Harrison, Area Superintendent
Jackie Haywood, Area Director
Jeffrey S. Moquin, Director, Risk Management
Denise Cone, Project Manager, Facilities and Construction Management
Lynn Cavall, Broward Teachers Union
Roy Jarrett, Federation of Public 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

Charles Drew Elementary School

Location Number 3221
 Evaluation Requested April 22, 2008
 Evaluation Date May 1, 2008

Time of Day 8:30 am

Outdoor Conditions Temperature 75.4 Relative Humidity 57 Ambient CO2 441

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
130	74.8	72 - 78	52.6	30% - 60%	612	Max 700 > Ambient	16
Noticeable Odor	Yes		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	2 x 4 Lay In		Yes	No	1 ceiling tile		
Wall Type	Drywall/Plaster		Yes	No	Sink backsplash @1 sq ft		
Flooring	12 X 12 vinyl		No	No	None		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	No	Yes	Yes	Remove and replace ceiling tile
Walls	No	Yes	Yes	Repair/replace as appropriate
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	Yes	No	No	

Observations

Findings:

- 1 stained ceiling tile
- Sink backsplash is water damaged
- Musty odor in room

Recommendations:

Site Based Maintenance:

- Remove and replace stained ceiling tile and monitor for return of stain. If stain returns contact Physical Plant Operations to generate a work order to evaluate for cause
- 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 cause of water damaged sink backsplash and repair as appropriate. Repair/replace backsplash material.
- Evaluate ceiling A/C unit and clean coils and drain pan. Possible source of musty odor.