

managing risk with responsibility

Aston A. Henry, Director		Telephone:	754 321-1900
Risk Management Department		Fax:	754 321-1917
November 5, 2013	Signature on File		

TO: Angeline Flowers, Principal

Charles Drew Elementary School

FROM: Robert Krickovich, Coordinator I, LEA

Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

Fo	r Custodial Supervisor Use Only
	Custodial Issues Addressed
	Custodial Issues Not Addressed
-	

On October 30, 2013, I conducted an assessment at **Charles Drew 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

RK/tc Enc.

Drew, Charles Elem	entary Evaluation Da	October 30, 2013	Time of Day1	:20
Outdoor Conditions Temperature	84.5 Relativ	re Humidity 48.1	Ambient CO2 4	46
Fish Temperature Range 130 74.1 72 - 78	Relative Humidity 46.0 30	Range CO ² 0% - 60% 1596	Range # Oc MAX 700 > Ambient	20
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Drywall/Tackboard Floor 12" x 12" Vinyl	Yes No No	No No	2 Tiles	
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Yes Clean	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Trash Removed Yes Signs of Pests No Room Cluttered No	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Abo Filters Installed Properly Yes Condensate Pan Clean N/A	rilters Clean Cooling Coil Clean	No I	Mechanical Room Clean	N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	of top	▼	Fresh Air Intake Free of Obstruction	Yes
Observations			and the Citizen Citizen	
2 stained ceiling tiles one in corner o	ver sink and one left of e	ntry door - dust build up	on air filter inside return	ı grill
Corrective Actions to be Completed	by Site Based Staff	Corrective Action	s to be Completed by PP	0
Remove and replace air fi	ilters ▼	Repair HVAC	to reduce CO2 level	▼

Remove and replace air filters	▼
Remove and replace stained ceiling tiles	▼
	▼
	▼
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	▼
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Repair HVAC to reduce CO2 level	▼
Evaluate and repair cause of stained ceiling tiles	▼
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Drew, Charles Elementary Evalu	Jation Date October 30, 201	3 Time of Day	1:20
Outdoor Conditions Temperature 84.5	Relative Humidity 48.1	Ambient CO2 4	46
Fish Temperature Range Relative Hum 201 70.5 72 - 78 57.7		O ² Range # Oo 36 MAX 700 > Ambient	20
Noticeable Odor No Visible water daistaining?	mage / Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in No	No		
Walls Drywall No	No		
Floor 12" x 12" Vinyl No	No		
Ceiling Clean Yes HVAC Su Grills Cle	an No	HVAC Return Grills Clean	Yes
Flooring Clean Yes Inside of Duct Clea		Inside of Return Duct Clean	N/A
Room Surfaces Yes Ceiling at Clean Grills Cle			
Trash Removed Yes Exhaust Fans		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Drain Tr	aps Wet Yes	Air Fresheners	No
Room Cluttered No Food if Stored in in Sealed Contain	I NI/A I	in Room	INO
Mechanical Equipment Location Ceiling Mounted Uni	FISH 203A	Mechanical Room Clean	N/A
Filters Installed Properly Yes Filter	s Clean Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A Cooling Co	il Clean N/A		
Fresh Air Intake Location Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	▼		
Observations			
Wrong filters installed - filters are glass mat not pleate supply grills	d paper - dust build up on H	VAC supply grills and on ce	ilings at
Corrective Actions to be Completed by Site Based Sta	off Corrective Act	ions to be Completed by PF	PO 0
Remove and replace air filters		de proper air filters	▼
Clean ceilings around HVAC supply grills	<u> </u>		▼
Clean HVAC supply grills with Wexcide	▼		▼

Drew, Char	rles Elementary Eva	aluation Date Octob	er 30, 2013	Time of Day	1:20
Outdoor Conditions Temp	perature 84.5	Relative Humidity	48.1	Ambient CO2	446
Fish Temperature 502 75.5	Range Relative Hu 72 - 78 52.1	midity Range 30% - 60%	CO ² 1650	Range # MAX 700 > Ambient	Occupants 20
Noticeable Odor No	Visible water d staining	amage /	microbial wth?	Amount of material affected	
Ceiling 2' X 4' Lay in	No	N	No		
Walls Drywall	No		No		
Floor 12" x 12" Vinyl	No		No		
Ceiling Clean Yes Walls Clean Yes	HVAC S Grills C			HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside o Duct Cle	of Supply Yes		Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling Grills C	at Supply lean Yes			
Trash Removed Yes	Exhaust Fans			Unapproved Chemicals Cleaners in Room	No No
Signs of Pests No Room Cluttered No	Food if Stored i in Sealed Conta	I NI/A I		Air Fresheners in Room	No
Mechanical Equipment Locati	on Above Ceiling			Mechanical Room Clear	n N/A
Filters Installed Properly	Yes Filte	ers Clean No	Ins	side of HVAC Unit Clea	n N/A
Condensate Pan Clean	N/A Cooling C	Coil Clean N/A			
Fresh Air Intake Location Pollutant Sources Near Air	Roof top		▼	Fresh Air Intake Free of Obstruction	Yes
Intake	None				
Observations Dust build up on air filter ins	side return grill				
Corrective Actions to be Cor	mpleted by Site Based S	staff Corr	ective Actions	to be Completed by	PPO
Remove and repl	· · · · · · · · · · · · · · · · · · ·			reduce CO2 level	▼
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Drew, Charles Elen	nentary Evaluation Da	te October 30, 2013	Time of Day	1:20
Outdoor Conditions Temperature	e 84.5 Relative	e Humidity 48.1	Ambient CO2 4	46
Fish Temperature Range 503 74.3 72 - 78		Range CO 235		35
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	Yes	No	1 tile	
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	Yes	Air Frank	
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location Ab	ove Ceiling		Mechanical Room Clean	N/A
Filters Installed Properly Yes	Filters Clean	No	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location Ro	of top	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	ne	▼	or obstruction	
Observations				
1 stained ceiling tile near door to roo	om 502 - dust build up on a	air filter inside return g	rill	
Corrective Actions to be Completed	by Site Based Staff	Corrective Action	ons to be Completed by PF	90
Remove and replace air	filters ▼	Repair HVA	C to reduce CO2 level	▼

Remove and replace air filters	▼
Remove and replace stained ceiling tiles	▼
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	▼

Repair HVAC to reduce CO2 level	▼
Evaluate and repair cause of stained ceiling tiles	▼
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