

Aston A. Henry, Director  
Risk Management Department

Telephone: 754 321-1900  
Fax: 754 321-1917

July 31, 2014

Signature on File

TO: Angeline Flowers, Principal  
**Charles Drew 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 July 21, 2014, 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, 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

Drew, Charles Elementary

Evaluation Date

Time of Day

Outdoor Conditions    Temperature     Relative Humidity     Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<input type="text" value="407"/>	<input type="text" value="81.8"/>	<input type="text" value="72 - 78"/>	<input type="text" value="39.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="433"/>	<input type="text" value="MAX 700 &gt; Ambient"/>	<input type="text" value="2"/>
Noticeable Odor		<input type="text" value="No"/>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<input type="text" value="2' X 4' Lay in"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="2 tiles"/>
Walls	<input type="text" value="Drywall/Tackboard"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Floor	<input 12"="" type="text" value="12" vinyl"="" x=""/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>

Ceiling Clean	<input type="text" value="Yes"/>	HVAC Supply Grills Clean	<input type="text" value="Yes"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="Yes"/>	Inside of Return Duct Clean	<input type="text" value="Yes"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="Yes"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="Yes"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="No"/>	Air Fresheners in Room	<input type="text" value="No"/>
Room Cluttered	<input type="text" value="No"/>	Food if Stored in Room is in Sealed Containers	<input type="text" value="N/A"/>		

Mechanical Equipment Location	<input type="text" value="Above Ceiling"/>			Mechanical Room Clean	<input type="text" value="N/A"/>
Filters Installed Properly	<input type="text" value="Yes"/>	Filters Clean	<input type="text" value="No"/>	Inside of HVAC Unit Clean	<input type="text" value="N/A"/>
Condensate Pan Clean	<input type="text" value="N/A"/>	Cooling Coil Clean	<input type="text" value="N/A"/>		

Fresh Air Intake Location	<input type="text" value="Roof top"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="No"/>		

**Observations**

A/C not working. Filters need to be replaced and grills cleaned. Ceiling tiles and HVAC supply grills are dusty. Sink trap was dry. 2 tiles have water damage. Ceiling tile over the sink needs to be installed properly

---



---



---

**Corrective Actions to be Completed by Site Based Staff**

Filters to be replaced and dated properly	▼
Clean HVAC return grills with Wexcide	▼
Clean ceilings around HVAC supply grills	▼
Pour water down drains when not in use	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Evaluate and repair HVAC system as needed	▼
Evaluate and repair cause of stained ceiling tiles	▼
Install new ceiling tile upon repair, cuts needed	▼
Interlock exhaust fan to EMS	▼
	▼
	▼
	▼
	▼