

managing risk with responsibility

Aston A. Henry, Task Assigned Director Risk Management Department		Telephone:754 321-1900Fax:754 321-1917
April 23, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Christine de Zayas-Fernandez, Principal Eagle Point Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction	·
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 11, 2013, I conducted an assessment at **Eagle Point 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: Directors, School Performance & Accountability 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, Task Assigned Director, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

IAQ Assessment							
Eagle Point	Elementary Evaluation Date	e April 11, 2013	Time of Day	2:00			
Outdoor Conditions Tempera	ature 83.6 Relative	Humidity 74.9	Ambient CO2 42	24			
		Range CO ² % - 60% 1025		ccupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' x 4' Walls Tack Board Floor 12" x 12" Vinyl	No No No	No No No					
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes No	HVAC Return Grills Clean Inside of Return Duct Clean	Yes			
Trash RemovedYesSigns of PestsYesRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	No N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No			
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes	-	No No	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes			
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes			
Observations The restroom exhaust fan is not working. There is a gap in the exterior door and door frame. The HVAC coil appears to need a cleaning. The HFSP is replacing and dating new filters this evening.							

Corrective Actions to be Completed by Site Based Staff

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Thoroughly clean elevated surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply grills with Wexcide	▼
Generate a work order for pest control	▼
Remove and replace A/C filters and ensure	▼
they are properly dated	▼
	▼
	▼

Corrective Actions to be Completed by PPO

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