RISK
MANAGEMENT…

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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November 17, 2014 Signature on File

For Custodial Supervisor Use Only

☐ Custodial Issues Addressed

☐ Custodial Issues Not Addressed

_____

_____

TO: Eliot Tillinger, Principal
Everglades Elementary School

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

On November 4, 2014, I conducted an assessment at **Everglades 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

RR/tc
Enc.

IAQ Assessment

Everglades Elementary | **Evaluation Date** November 4, 2014 | **Time of Day** 8:30

Outdoor Conditions **Temperature** 73.4 **Relative Humidity** 45.0 **Ambient CO2** 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
101H	71.7	72 - 78	39	30% - 60%	602	MAX 700 > Ambient	

Noticeable Odor No

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	No	No	
Walls	Drywall	No	No	
Floor	Carpet	No	No	

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	Yes				

Trash Removed	Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	FISH 101M AHU 1-6			Mechanical Room Clean	Yes
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes	Cooling Coil Clean	Yes		

Fresh Air Intake Location	Roof top	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No		

Observations

101H Principals office
There was a 4' corn plant with a 5 gallon pot of soil, mold in the soil and on the bottom of the woven basket.
Recommended to remove from office.

Corrective Actions to be Completed by Site Based Staff	Corrective Actions to be Completed by PPO
Recommend to remove corn plant from office	
Soil can be source of microbial growth	

IAQ Assessment

Everglades Elementary | **Evaluation Date** November 4, 2014 | **Time of Day** 9:00

Outdoor Conditions **Temperature** 73.4 **Relative Humidity** 45.0 **Ambient CO2** 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
101W	73.4	72 - 78	39.6	30% - 60%	682	MAX 700 > Ambient	

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Noticeable Odor	No			
Ceiling	2' X 4' Lay in	No	No	
Walls	Drywall	No	No	
Floor	Carpet	No	No	

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	Yes				

Trash Removed	Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	Yes	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	FISH 101M AHU 1-6			Mechanical Room Clean	Yes
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes	Cooling Coil Clean	Yes		

Fresh Air Intake Location	Roof top	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No		

Observations

Corrective Actions to be Completed by Site Based Staff

- Monitor insects by traps and re-treat if necessary

Corrective Actions to be Completed by PPO

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 12:15

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1256VE	69.9	72 - 78	45	30% - 60%	449	MAX 700 > Ambient	

Noticeable Odor: Yes

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	No	No	
Walls	Paneling/Drywall	No	No	
Floor	12" x 12" Vinyl	No	No	

Ceiling Clean	Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	Yes
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	No	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	N/A	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
HVAC was secured at the time of assessment.
This room is currently being used for storage.

Corrective Actions to be Completed by Site Based Staff	Corrective Actions to be Completed by PPO
Clean HVAC supply grills with Wexcide	Evaluate cleaning the HVAC coil
Thoroughly clean and sanitize flooring	

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 9:30

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1379C	71.9	72 - 78	49.1	30% - 60%	448	MAX 700 > Ambient	

Noticeable Odor: No

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	Yes	No	1 ceiling tile <1 sq ft
Walls	Drywall/wall paper	No	No	
Floor	12" x 12" Vinyl	No	No	

Ceiling Clean	No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
Windows open at time of assessment, HVAC was secured at the time of assessment. Ceiling stain is dry per meter.

Corrective Actions to be Completed by Site Based Staff

- Remove and replace stained ceiling tiles
- Clean cobwebs from elevated corners
- Vacuum/wipe return grill
- Remove and replace A/C filters
- Clean inside HVAC unit return
- Ensure doors and windows remain closed

Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 9:45

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1380C	73.7	72 - 78	48.0	30% - 60%	460	MAX 700 > Ambient	

Noticeable Odor: No

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	No	No	
Walls	Drywall/wall paper	No	No	
Floor	12" x 12" Vinyl	Yes	No	< 1 sq ft

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	No	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
Windows open at time of assessment, HVAC was secured at the time of assessment.
There is floor damage adjacent to two walk in closets. The exhaust fan is intermittently working in the restroom.

Corrective Actions to be Completed by Site Based Staff

- Ensure doors and windows remain closed
- Clean cobwebs from elevated corners
- Vacuum/wipe return grill
- Remove and replace A/C filters
- Clean inside HVAC unit return
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Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil
- Evaluate and repair flooring
- Evaluate for normal function of exhaust fan
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- See observations for additional information
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IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 10:15

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1381C	71.9	72 - 78	46.8	30% - 60%	592	MAX 700 > Ambient	

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Noticeable Odor	Yes			
Ceiling	2' X 4' Lay in	No	No	
Walls	Drywall/wall paper	No	No	
Floor	12" x 12" Vinyl	No	No	

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
Windows open at time of assessment, HVAC was secured at the time of assessment.

Corrective Actions to be Completed by Site Based Staff

- Thoroughly clean inside patch panel room
- Clean HVAC supply grill in restroom with wexcide
- Vacuum/wipe return grill
- Remove and replace A/C filters
- Clean inside HVAC unit return
- Clean restroom exhaust fan grill
- Shampoo the throw rug and thoroughly dry
- Ensure doors and windows remain closed

Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 10:45

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1382C	71.0	72 - 78	50.8	30% - 60%	448	MAX 700 > Ambient	

Noticeable Odor: Yes

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	Yes	Yes	1 stain < 1 sq ft
Walls	Drywall/wall paper	No	No	
Floor	12" x 12" Vinyl	No	No	

Ceiling Clean	No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	Yes				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	Yes	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
Windows open at time of assessment, HVAC was secured at the time of assessment.
The ceiling stain is located in the restroom and was dry per meter.
Insect traps were identified in the restroom and on window sills. Check HVAC for normal operation due to humidity levels inside classroom were higher than outside level.

Corrective Actions to be Completed by Site Based Staff

- Replace ceiling tile w/ microbial growth in restroom
- Monitor insects by windows and treat if necessary
- Vacuum/wipe return grill
- Remove and replace A/C filters
- Clean inside HVAC unit return
- Ensure doors and windows remain closed
- Shampoo the throw rug and thoroughly dry

Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil
- Evaluate and repair cause of stained ceiling tiles
- Repair HVAC to reduce humidity level

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 11:15

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1383C	69.4	72 - 78	50.2	30% - 60%	433	MAX 700 > Ambient	

Noticeable Odor: Yes

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	Yes	No	5 stains < 3 sq ft
Walls	Drywall	No	No	
Floor	Carpet	No	No	

Ceiling Clean	No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	Yes				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
HVAC was secured at the time of assessment.
The numerous ceiling stains were dry per meter.
Check HVAC for normal operation due to humidity levels inside classroom were higher than outside level.

Corrective Actions to be Completed by Site Based Staff

- Replace stained ceiling tiles after repairs
- Clean exhaust fan grill
- Vacuum/wipe return grill
- Remove and replace A/C filters
- Clean inside HVAC unit return

Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil
- Evaluate and repair cause of stained ceiling tiles
- Repair HVAC to reduce humidity level
- Ceiling cut needed for restroom exhaust fan

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 12:30

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
P-1401C	69.6	72 - 78	55.0	30% - 60%	433	MAX 700 > Ambient	

Noticeable Odor: Yes

		Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling	2' X 4' Lay in	No	No	
Walls	Drywall/wall paper	No	No	
Floor	12" x 12" Vinyl	Yes	No	3" hole

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	No	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	No	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
HVAC was secured at the time of assessment. Repair flooring in the back of the room by HVAC return, tea cup size hole in the floor. Check HVAC for normal operation due to humidity levels inside classroom were higher than outside level. Exhaust fan runs 24/7 continuously.

Corrective Actions to be Completed by Site Based Staff

- Clean exhaust fan grill in restroom
- Thoroughly clean and sanitize flooring
- Vacuum/wipe return grill

Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil
- Repair flooring
- Repair HVAC to reduce humidity level
- Check restroom exhaust fan for normal operation

IAQ Assessment

Everglades Elementary | Evaluation Date: November 4, 2014 | Time of Day: 11:45

Outdoor Conditions Temperature: 73.4 | Relative Humidity: 45.0 | Ambient CO2: 416

Fish	Temperature	Range	Relative Humidity	Range	CO^2	Range	# Occupants
QP-1400C	70.1	72 - 78	55.3	30% - 60%	448	MAX 700 > Ambient	

Noticeable Odor: Yes

		Visible water damage / staining?	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	No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	No		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Bard like HVAC system in classroom			Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Behind Bard unit/Exterior wall	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape		

Observations

Custodial staff advised portables haven't been used for classrooms until this year.
HVAC was secured at the time of assessment.

Check HVAC for normal operation due to humidity levels inside classroom were higher than outside level.

Corrective Actions to be Completed by Site Based Staff

- Clean ceilings around HVAC supply grills
- Clean light fixture lenses with bugs
- Vacuum/wipe return grill
- Remove and replace A/C filters
- Clean inside HVAC unit return

Corrective Actions to be Completed by PPO

- Evaluate cleaning the HVAC coil
- Repair HVAC to reduce humidity level