

Aston A. Henry, Director
Risk Management Department

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December 12, 2013

Signature on File

TO: Michelle Engram, Principal
Fairway Elementary School

FROM: Richard Rosa, 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
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On December 9, 2013, I conducted an assessment at **Fairway 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

RR/tc
Enc.

IAQ Assessment

Fairway Elementary

 Evaluation Date December 9, 2013

 Time of Day 12:00

 Outdoor Conditions Temperature 80.7

 Relative Humidity 65.7

 Ambient CO2 453

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
781	70.7	72 - 78	53.7	30% - 60%	659	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		No	No			
Walls	Drywall		No	No			
Floor	12" x 12" Vinyl		Yes	No	40 sq ft		
Ceiling Clean	Yes	HVAC Supply Grills Clean		No	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	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	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

Replace the floor tile down the center of the classroom, concrete crack, filling up with dirt and grime. Insect droppings on window sills. Coordinate a cleaning schedule with the instructor to clean surfaces properly due to clutter. In the NW corner of classroom 9' from the West wall on the North wall, the baseboard is wet. Instructor states when it rains the floor puddles with no wall staining. Recommend roofer to check roof parapet and flashing. Once roof repair is complete, carpenters evaluate baseboard and wall. n/a-not applicable N/A-not accessible

Corrective Actions to be Completed by Site Based Staff

Floor needs sweeping in tight spots	▼
Thoroughly clean horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Vacuum/wipe return grill	▼
Generate a work order for pest control	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Set temperature to 72 - 78 degrees	▼
Evaluate and repair restroom exhaust fan	▼
Roofers to evaluate parapet roof cap and flashing	▼
Evaluate the cause of wet flooring and repair	▼
Replace damaged floor tile	▼
	▼
See observations for additional information	▼
	▼