

Aston A. Henry, Director
Risk Management Department

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June 26, 2014

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

On June 25, 2014, 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, 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

Fairway Elementary

Evaluation Date June 25, 2014

Time of Day 11:15

Outdoor Conditions Temperature 89.2

Relative Humidity 78.6

Ambient CO2 405

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
781	68.3	72 - 78	54.8	30% - 60%	412	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		Yes		No		10 sq ft
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Walls Clean	No	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	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

N/A (Not applicable)

n/a (not accessible)

Replace water damaged wall board underneath both windows, replace wall board along the sides of windows starting from the bottom edge and up until dry. Could not check function of restroom exhaust fan due to classroom contents being stored in restroom.

Corrective Actions to be Completed by Site Based Staff	
Monitor thermostat in room 72 degrees	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO	
Remove/replace interior water damaged walls	▼
Repair cause of water intrusion around windows	▼
	▼
	▼
	▼
See observations for additional information	▼
	▼
	▼