

Aston A. Henry, Director  
Risk Management Department

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October 15, 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 October 10, 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 October 10, 2014

 Time of Day 12:30

 Outdoor Conditions    Temperature 85.6

 Relative Humidity 58.8

 Ambient CO2 419

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
858	77.0	72 - 78	41.0	30% - 60%	1029	MAX 700 > Ambient	
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		Yes		Yes		6 stained ceiling tiles	
2' X 4' Lay in		Yes		No		< 1 sq ft	
Drywall		No		No			
12" x 12" Vinyl		No		No			

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

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

Mechanical Equipment Location	In classroom HVAC unit	Mechanical Room Clean	<input type="checkbox"/> N/A
Filters Installed Properly	<input type="checkbox"/> N/A	Filters Clean	<input type="checkbox"/> N/A
Condensate Pan Clean	<input type="checkbox"/> N/A	Cooling Coil Clean	<input type="checkbox"/> N/A

Fresh Air Intake Location	Thru exterior wall, back of unit	Fresh Air Intake Free of Obstruction	<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake	Grass and landscape, condensate drain		

**Observations**

The stained ceiling tiles are located adjacent to the exterior wall. If roofers are unable to repair leaks, there is a light fixture attached to the exterior wall in the area of one leak and a roof drain by the other leak.

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

Discard ceiling tile w/microbial growth	▼
Replace stained ceiling tiles after repairs	▼
Clean dust on elevated surfaces	▼
Clean ceilings around HVAC supply grills	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Evaluate and repair cause of stained ceiling tiles	▼
Evaluate cause of peeling paint by HVAC, & repair	▼
Repair and paint wall with peeling paint	▼
	▼
	▼
	▼
	▼