

October 28, 2013

TO:

## managing risk with responsibility

Telephone:	754 321-1900
Fax:	754 321-1917
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Signature on File

Janice Crosby, Principal Flamingo Elementary School

FROM: Richard Rosa, Project Manager

Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only						
	Custodial Issues Addressed					
	Custodial Issues Not Addressed					
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On October 16, 2013, I conducted an assessment at **Flamingo 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**

Flaming	o Elementary	Evaluation Da	te October 16, 2	Time of Day	9:00			
Outdoor Conditions Tempe	rature 78.6	Relative	e Humidity 77	.8 Ambient CO2	497			
	Range Rela	<del>i</del>	Range % - 60%	CO <sup>2</sup> Range # C 1012 MAX 700 > Ambient	Occupants			
Noticeable Odor No  Ceiling 2' x 4 '  Walls Drywall		water damage / taining? Yes No	Visible microbi growth? No	al Amount of material affected  5 ceiling tiles				
Floor 12" x 12" Vinyl		No	No					
Ceiling Clean No Walls Clean Yes Flooring Clean	(	HVAC Supply Brills Clean nside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes			
Room Surfaces No Clean		Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes  Signs of Pests Yes  Room Cluttered Yes	Food if S	st Fans Working Drain Traps Wet Stored in Room is d Containers	Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No			
Mechanical Equipment Location Bard like HVAC system in classroom Mechanical Room Clean N/A								
Filters Installed Properly  Condensate Pan Clean  Ye	es Co	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A			
Fresh Air Intake Location  Pollutant Sources Near Air Intake		unit/Exterior wa	II [	▼ Fresh Air Intake Free of Obstruction	Yes			
Observations								
Ceiling tiles are stained runnin the leak, HFSP will replace the Students are sitting on the rug	ceiling tiles. The	e room is full of	clutter and there a	are three rugs and a bean bag				
Corrective Actions to be Comp	pleted by Site Ba	ased Staff	Corrective A	Actions to be Completed by P	PO			
Encourage occupant to reduce clutter ▼ Evaluate the cleaning of HVAC coil ▼								
and coordinate a time to clean room properly  Thoroughly clean horizontal surfaces  ▼  ▼  ▼								
Generate a work order for pest control ▼								
Clean restroom exhaust fan grill ▼								