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May 23, 2007

**Signature on File**

TO: Ms. Julianne Smith,, Principal  
**Forest Hills Elementary School**

FROM: Robert Krickovich, Coordinator, LEA  
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment  
**Portable 1023PK**

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
_____	
_____	

On May 15, 2007 I conducted an assessment of Portable 1023PK at **Forest Hills Elementary School**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-1638.

cc: Dr. Joanne Harrison, Area Superintendent  
Jackie Haywood, Area Director  
Jeffrey S. Moquin, Director, Risk Management  
Denise Cone, Project Manager, Facilities and Construction Management  
Ruby Fitzgerald, Broward Teachers Union  
Roy Jarrett, National Federation of Public and Private Employees  
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1  
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division

RK/tc  
Enc.

# IAQ Assessment

Forest Hills Elementary School

Location Number   
 Evaluation Requested   
 Evaluation Date

Time of Day

Outdoor Conditions      Temperature       Relative Humidity       Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="P-1023PK"/>	<input type="text" value="69"/>	<input type="text" value="72 - 78"/>	<input type="text" value="53.5"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="1067"/>	<input type="text" value="Max 700 &gt; Ambient"/>	<input type="text" value="1"/>
<b>Noticeable Odor</b>	<input type="text" value="Yes"/>		<b>Visible water damage / staining?</b>	<b>Visible microbial growth?</b>	<b>Amount of material affected</b>		
<b>Ceiling Type</b>	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
<b>Wall Type</b>	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
<b>Flooring</b>	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
<b>Ceiling</b>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
<b>Walls</b>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
<b>Flooring</b>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
<b>HVAC Supply Grills</b>	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="Clean with Wexcide disinfectant"/>
<b>HVAC Return Grills</b>	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean with Wexcide disinfectant"/>
<b>Ceiling at Supply Grills</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Wall Mounted Unit"/>
<b>Surfaces in Room</b>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

**Observations**

**Findings:**

- Complaint of odor in the room. There is a sewer lift station behind the portable and noticeable odor in the area. Grass around lift station shows staining.
- Grounds were recently treated for flea infestation. Complaint of insecticide odor at ramp of portable.
- 3 A/C units in the room and none were set for fresh air. One of the units is on the side of the lift station. Opened other 2 units to allow fresh air.
- Dust and debris on HVAC coils
- Dust and debris on HVAC supply and return grills
- Non-approved chemicals in room - gallon of Clorox bleach, insect fogger, spray glitter and disinfectant spray
- 2 holes in vinyl siding at lift station - 1 with wires sticking out
- No signs of microbial growth or water intrusion
- Plastic and insulation hanging from the bottom of the portable

**-Recommendations:**

**Site Based Maintenance:**

- Hose down area under portable ramp to remove possible odor from insecticide
- Clean HVAC supply and return grills with Wexcide disinfectant solution
- Remove non-approved chemicals from room (HFSP removed during assessment)
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

**Physical Plant Operations:**

- Evaluate sewer lift station behind the portable for proper operation and repair as appropriate
- Clean HVAC coils on all wall mounted units
- Evaluate and repair 2 holes in the side of the portable at lift station
- Evaluate underneath the portable for proper seal - insulation and plastic hanging