

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departme	ent

February 24, 2015

Signature on File

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For Custodial Supervisor Use Only

TO:	Barbara Rothman, Principal Forest Hills Elementary	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On February 20, 2015, I conducted an assessment at **Forest Hills Elementary**. 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 754-321-1900.

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

DM/jj Enc.

IAQ Assessment						
Forest Hills	Elementary Evaluation Dat	e February 20, 2015	Time of Day 11:	30 AM		
Outdoor Conditions Temper	ature 67.4 Relative	Humidity 38	Ambient CO2 4	68		
		Range CO ² % - 60% 1400		ccupants 2		
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling2' X 4' Lay inWallsPlaster / Drywall	Yes No	No	8 tiles			
Floor 12" x 12" Vinyl	No	Yes	4 tiles			
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes		
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes		
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes				
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No		
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes N/A	Air Fresheners in Room	No		
Mechanical Equipment Location	Bard like HVAC system in clas	ssroom	Mechanical Room Clean	N/A		
Filters Installed Properly	s Filters Clean	Νο	Inside of HVAC Unit Clean	Yes		
Condensate Pan Clean Yes	S Cooling Coil Clean	Yes				
Fresh Air Intake Location Pollutant Sources Near Air	Behind Bard unit/Exterior wal	▼ ▼	Fresh Air Intake Free of Obstruction	Yes		
Intake						
Observations Roof leaking in classroom. Wet	ceiling tiles helping with high h	umidity in classroom	Found spotty growth on	floor		
tiles around the glue on the see but needs to be waxed.						

Corrective Actions to be Completed by Site Based Staff

Wipe floor stain w/wexcide and monitor	▼
Replace A/C filter	▼
Replace ceiling tiles once Roof leak is repaired	▼
Strip and wax floor	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair Roof leak	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼