

managing risk with responsibility

| Aston A. Henry, Director Risk Management Department | | Telephone: Fax: | 754 321-1900 754 321-1917 |
|--|---|-----------------------------------|------------------------------|
| June 18, 2015 | Signature on File | For Custodial Supervisor Use Only | |
| TO: | Barbara Rothman, Principal Forest Hills Elementary | Custodial Issues Addressed | |
| FROM: | Daniel Meyer, Project Manager Risk Management Department | Custodial Iss | ues Not Addressed |
| SUBJECT: | Indoor Air Quality (IAQ) Assessment | | |

On June 16, 2015, I conducted an assessment at **Forest Hills Elementary School**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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 Ele | ementary Evaluation D | June 16, 2015 | Time of Day 11:30 | AM |
|---|---|---------------------------|--|----------|
| Outdoor Conditions Temperatur | re 87.5 Relati | ve Humidity 63.1 | Ambient CO2 418 | |
| Fish Temperature Rang 72 - 7 | | Range CO ² | Range # Occ MAX 700 > Ambient | upants |
| Noticeable Odor | Visible water damage / staining? | Visible microbial growth? | Amount of material affected | |
| Walls Floor | | | | |
| Ceiling Clean Walls Clean Flooring Clean | HVAC Supply Grills Clean Inside of Supply Duct Clean | | HVAC Return Grills Clean Inside of Return Duct Clean | |
| Room Surfaces Clean | Ceiling at Supply Grills Clean | | | |
| Trash Removed Signs of Pests Room Cluttered | Exhaust Fans Working Drain Traps Wer Food if Stored in Room is in Sealed Containers | t | Unapproved Chemicals / Cleaners in Room Air Fresheners in Room | |
| Mechanical Equipment Location Filters Installed Properly Condensate Pan Clean | Filters Clean Cooling Coil Clean | | Mechanical Room Clean [Inside of HVAC Unit Clean | |
| Fresh Air Intake Location Pollutant Sources Near Air Intake | | V | Fresh Air Intake Free of Obstruction | |
| Observations Requested to check the front office | area walls for microbial g | rowth. This School has a | an A/C replacement project | under |
| way. Front office is being cooled w | ith a spot cooler. No signs | s of microbial growth and | I the walls are currently dry | |
| Corrective Actions to be Complete | d by Site Based Staff | Corrective Action | ns to be Completed by PPO |) |
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