

Aston A. Henry, Task Assigned Director

## managing risk with responsibility

754 321-1900

Telephone:

Risk Manager	ment Department	Fax:	754 321-1917	
May 3, 2013	Signature on File	For Custodial Supervisor Use Only		
TO:	Gail Silig, Principal  Griffin Elementary School		Issues Addressed Issues Not Addressed	
FROM:	Richard Rosa, Project Manager Facilities Design and Construction			
SUBJECT:	Indoor Air Quality (IAQ) Assessment			

On April 18, 2013, I conducted an assessment at **Griffin 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, Task Assigned Director, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

## **IAQ Assessment**

Gri	ffin Elementary Eval	luation Date Apr	il 18, 2013	Time of Day	12:00		
Outdoor Conditions Temp	perature 83.6	Relative Humidity	64	Ambient CO2 4	179		
Fish Temperature  164 71.0	Range         Relative Hum           72 - 78         69.5	nidity Range 30% - 60%	<b>CO</b> <sup>2</sup> 1288	Range # O MAX 700 > [ Ambient	ccupants 1		
Noticeable Odor No  Ceiling 2' x 4'  Walls Drywall/Tackboard  Floor Carpet	= =	gro	microbial owth?  No  No	Amount of material affected			
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Clean	HVAC Su Grills Cle Inside of Duct Clea Ceiling a Grills Cle	Ipply Yes Supply Yes an Yes	<u>No</u>	HVAC Return Grills Clean Inside of Return Duct Clean	Yes		
Trash Removed Yes  Signs of Pests No  Room Cluttered No	Exhaust Fans Drain To Food if Stored in in Sealed Contai	raps Wet N/A	Clea Ai	pproved Chemicals / nners in Room r Fresheners Room	No No		
		rs Clean Yes		hanical Room Clean of HVAC Unit Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top			resh Air Intake Free f Obstruction	Yes		
Observations CO2 level slightly elevated in so that the void under the sin		assroom at time of	assessment. The t	eacher's desk was	situated		
Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO  The results by the place the principle of t							
Thoroughly clean horizontal surfaces ▼ Repair HVAC to reduce humidity level ▼							

Controller of the Bottom By Cite Bacca Clair				
Thoroughly clean horizontal surfaces	▼			
Replace ceiling tile	▼			
	▼			
	▼			
	▼			
	▼			
	▼			
	▼			

Repair HVAC to reduce humidity level	▼
Repair HVAC to reduce CO2 level	▼
Clean HVAC return drops	▼
	▼
	▼
	▼
	▼
	▼