

## managing risk with responsibility

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April 22, 2013	Signature on File	For Custodial S	upervisor Use Only
TO:	Theresa Bucolo, Principal	Custodial Iss	ues Addressed
	Harbordale Elementary School	Custodial Iss	ues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction		

SUBJECT: Indoor Air Quality (IAQ) Assessment

On March 21, 2013, I conducted an assessment at **Harbordale 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: Directors, School Performance & Accountability 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								
Harbordale	Elementary Evaluation Date	te March 21, 2013	Time of Day 2	:30				
Outdoor Conditions Tempera	ature 72.6 Relative	e Humidity 40.7	Ambient CO2 37	7				
		Range       CO <sup>2</sup> % - 60%       715		cupants				
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected					
Ceiling 2' x 4' Walls Tack Board	Yes   No	No	< 2 sq ft 4 ceiling tile	<u>s</u>				
Floor Carpet / VCT	No	No						
Ceiling Clean No Walls 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 No 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 Yes	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No				
Mechanical Equipment Location	HVAC system is hung from d	Irop ceilng	Mechanical Room Clean	N/A				
Filters Installed Properly	A Filters Clean	N/A	Inside of HVAC Unit Clean	N/A				
Condensate Pan Clean N/A	Cooling Coil Clean	N/A						
Fresh Air Intake Location	Inside classroom	▼	Fresh Air Intake Free	Yes				
Pollutant Sources Near Air Intake	Νο	▼	of Obstruction					
Observations								
The stained ceiling tiles are adjacent to the ceiling hung HVAC unit, possible condensation or condensate pan.								
There are material bins located	on counter tops making it diffic	ult to clean properly						

## Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

## Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
	▼
	▼
	▼
	▼
	▼