

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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March 19, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Theresa Bucolo, Principal Harbordale Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 17, 2014, Daniel Meyer and 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: 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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

	IAQ Assessr	nent	
Harbordale Ele	mentary Evaluation Date	e March 17, 2014	Time of Day 10:00 A.M.
Outdoor Conditions Temperatur	e 80.4 Relative	Humidity 68.1	Ambient CO2 411
Fish         Temperature         Range           507         76.2         72 - 72		Range CO <sup>3</sup> % - 60% 593	
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling 2' X 4' Lay in	No	Νο	
Walls Drywall	Yes	No	Approx. 6 ft X 2 ft
Floor Carpet	Yes	No	Approx. 75 sq ft
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean No
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean No
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes	
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / No
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners No in Room
Mechanical Equipment Location FI	SH #504		Mechanical Room Clean Yes
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes	
Fresh Air Intake Location	echanical Room	▼	Fresh Air Intake Free Yes
Intake	0	▼	
Observations			
Water entering door area when we	have heavy rains. Water dan	nage to drywall on bot	th sides of the door. Carpet is

water stained. Recommend a meeting with Facilities and Central Area Maintenance Dept. to discuss the current conditions of this area of the School. This area currently floods with heavy rains due to the leaves clogging the exterior walkway drains when staff is not present.

Corrective Actions to be Completed by Site Based Staff

Clean HVAC return grills with Wexcide	•
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Corrective Actions to be Completed by PPO

Evaluate water intrusion entering under door
Replace carpet with floor tile
Remove and replace wall material as necessary
Clean return drop