

Aston A. Henry, Director
Risk Management Department

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February 5, 2015

Signature on File

TO: Theresa Bucolo, Principal
Harbordale Elementary

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only

- Custodial Issues Addressed
- Custodial Issues Not Addressed
- _____
- _____

On February 3, 2015, 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 754-321-1900.

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

RR/jj
Enc.

IAQ Assessment

Harbordale Elementary

Evaluation Date February 3, 2015

Time of Day 1:30 PM

Outdoor Conditions Temperature 75.1 Relative Humidity 63.9 Ambient CO2 431

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
811	70.6	72 - 78	67.0	30% - 60%	1362	MAX 700 > Ambient	22	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		No		No			
Walls	Tack Board		No		No			
Floor	Carpet		No		No			
Ceiling Clean		No	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean		Yes	Inside of Supply Duct Clean		No	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		No			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			FISH 815			Mechanical Room Clean		Yes
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean		Yes	Cooling Coil Clean		No			
Fresh Air Intake Location			Thru louvres in exterior door ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			No ▼					

Observations

F-811 is the Media Center

Evaluate electrically tying in Energy Management system into fresh air damper.

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills	▼
Clean dust buildup on horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Set Temperature to 72 - 78 degrees	▼
Repair HVAC to reduce CO2 level in classroom	▼
Clean HVAC supply grills and drops	▼
Evaluate cleaning the coil	▼
Evaluate fresh air damper in the mechanical room	▼
	▼
	▼

IAQ Assessment

Harbordale Elementary

Evaluation Date February 3, 2015

Time of Day 2:30 PM

Outdoor Conditions Temperature 75.1 Relative Humidity 63.9 Ambient CO2 431

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
812	69.8	72 - 78	62.0	30% - 60%	1303	MAX 700 > Ambient	4
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Tack Board		No		No		
Floor	Carpet		No		No		
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean Yes	
Walls Clean		Yes	Inside of Supply Duct Clean		No	Inside of Return Duct Clean Yes	
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes		
Room Surfaces Clean		No					
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room No	
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room No	
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A		
Mechanical Equipment Location			FISH 815			Mechanical Room Clean Yes	
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean Yes	
Condensate Pan Clean		Yes	Cooling Coil Clean		No		
Fresh Air Intake Location			Thru louvres in exterior door ▼			Fresh Air Intake Free of Obstruction Yes	
Pollutant Sources Near Air Intake			No ▼				

Observations

Corrective Actions to be Completed by Site Based Staff

Clean dust buildup on horizontal surfaces & cubby's	▼
Coordinate a schedule between HFSP and classroom Instructor to clean properly due to clutter	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Set Temperature to 72 - 78 degrees	▼
Repair HVAC to reduce CO2 level in classroom	▼
Clean HVAC supply grills and drops	▼
Evaluate cleaning the coil	▼
Evaluate fresh air damper in the mechanical room	▼
	▼
	▼