

managing risk with responsibility

| Aston A. Henry, Supervisor | |
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| Risk Management Departmen | t |

Telephone:754 321-1900Fax:754 321-1917

| November 2 | 0, 2012 Signature on File | For Custodial Supervisor Use Only |
|------------|---|---|
| TO: | Melinda Cunningham, Principal Hawkes Bluff Elementary School | Custodial Issues Addressed Custodial Issues Not Addressed |
| FROM: | Richard Rosa, Project Manager Facilities Design and Construction | |
| SUBJECT: | Indoor Air Quality (IAQ) Assessment | · · · · · · · · · · · · · · · · · · · |

On November 8, 2012, I conducted an assessment at **Hawkes Bluff 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, Executive Director, Facilities Design and Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

| IAQ Assessment | | | | | | | |
|--|--|--|---|---------|--|--|--|
| Hawkes Bluff Ele | mentary Evaluation Dat | te November 8, 2012 | Time of Day 10 | 0:00 | | | |
| Outdoor Conditions Temperatur | e 66.3 Relative | e Humidity 33.8 | Ambient CO2 42 | 22 | | | |
| FishTemperatureRange12969.272 - 78 | - 10.4 | Range CO ² 0% - 60% 772 | | cupants | | | |
| Noticeable Odor No | Visible water damage / staining? | Visible microbial growth? | Amount of material affected | | | | |
| Ceiling 2' x 4' | Yes | No | < 1 sq ft | | | | |
| Walls Drywall Floor Carpet | No Yes | No | 16 sq ft | | | | |
| Ceiling Clean No Walls Clean Yes | HVAC Supply Grills Clean Inside of Supply | Yes | HVAC Return Grills Clean Inside of Return | Yes | | | |
| Flooring Clean No | Duct Clean | Yes | Duct Clean | Yes | | | |
| Room Surfaces Yes Clean | Ceiling at Supply Grills Clean | Yes | | | | | |
| Trash Removed Yes | Exhaust Fans Working | N/A | Unapproved Chemicals / Cleaners in Room | No | | | |
| Signs of Pests No Room Cluttered No | Drain Traps Wet Food if Stored in Room is in Sealed Containers | N/A | Air Fresheners in Room | No | | | |
| Mechanical Equipment Location FI | SH 124 | | 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 | oof top | ▼ | Fresh Air Intake Free of Obstruction | Yes | | | |
| Pollutant Sources Near Air No | > | ▼ | U Ubstruction | | | | |
| Observations | | | | | | | |
| There has been an ongoing water in 24/7. The leak was repaired and the surrounding walls were not affected | carpet is stained beyond cl | | | running | | | |

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

| Evaluate and repair cause of stained ceiling tiles | ▼ |
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| Evaluate carpet for replacement | ▼ |
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