

managing risk with responsibility

Aston A. Henry, Supervisor	
Risk Management Departmen	t

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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	▼
Evaluate carpet for replacement	▼
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	▼
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	▼
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