

managing risk with responsibility

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December 13, 2	012 Signature on File	For Custodial Supervisor Use Only	
TO:	Vered Roberts, Principal Hollywood Hills 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 December 11, 2012, I conducted an assessment at Hollywood Hills 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.

Directors, School Performance & Accountability cc: 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 Asses	ssment	
Hollywood	Hills Elementary Evaluation	Date December 11, 2012	2 Time of Day 1:15
Outdoor Conditions Te	mperature 85.1 Relat	tive Humidity 77.4	Ambient CO2 448
FishTemperature11574.3		Range CO 30% - 60% 720	
Noticeable OdorNoCeiling2' x 4'WallsDrywallFloor12" x 12" Viny		Visible microbial growth? No No	Amount of material affected
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Suppl Grills Clean	Yes	HVAC Return Grills Clean Yes Inside of Return Duct Clean Yes
Trash RemovedYesSigns of PestsYesRoom ClutteredYes	Exhaust Fans Workin Drain Traps We Food if Stored in Room in Sealed Containers	et No	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room
Mechanical Equipment Loca Filters Installed Properly Condensate Pan Clean	ation FISH 103 N/A Filters Clear N/A Cooling Coil Clear		Mechanical Room Clean N/A Inside of HVAC Unit Clean N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Not accessible Not Accessible	▼	Fresh Air Intake Free N/A of Obstruction

Observations

The indoor air quality concern for the instructor was that there is a foul odor in a cabinet under a sink. The plumber poured a bleach like substance down the drain and the instructor has not really smelled odor in extreme. I noticed roach droppings under the sink in the cabinet. I recommend a work order for pest control and to have the openings sealed under the sink within the cabinet. I instructed the HFSP to pour water down drains every week to prevent drain traps from back flow gassing. This area is a science lab classroom. I educated the instructor on the importance of cleaning up clutter so the custodial staff can clean properly. Aquariums and terrariums in classroom.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
Ensure water is poured down drains regularly	▼
Encourage occupant to reduce clutter	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

I /	
Seal openings under sink	▼
Generate work order for pest control	▼
	▼
	▼
	▼
	▼
	▼