

Aston A. Henry, Director
Risk Management Department

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August 5, 2013

Signature on File

TO: Vered Roberts, Principal
Hollywood Hills Elementary School

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On July 31, 2013, 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.

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 Assessment

Hollywood Hills Elementary

Evaluation Date July 31, 2013

Time of Day 1:00

Outdoor Conditions Temperature 89.6 Relative Humidity 73.1 Ambient CO2 425

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
1204	79.5	72 - 78	70.1	30% - 60%	544	MAX 700 > Ambient		
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' x 4'		Yes		Yes		< 2 sq ft	
Walls	Drywall		Yes		Yes		< 10 sq ft microbial growth	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		No	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		N/A	Inside of Return Duct Clean		N/A
Flooring Clean		Yes	Ceiling at Supply Grills Clean		N/a			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		Yes	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			In office HVAC unit			Mechanical Room Clean		N/A
Filters Installed Properly		N/A	Filters Clean		N/A	Inside of HVAC Unit Clean		N/A
Condensate Pan Clean		N/A	Cooling Coil Clean		N/A			
Fresh Air Intake Location			Thru exterior wall, back of unit ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			No ▼					

Observations

All drywall must be replaced (336 sq ft) in coaches office and all stained ceiling tiles removed. It is my understanding that the HVAC system is left on 24/7, super cooling the coaches office and the door is left open forming condensation throughout the occupied space. Clean staining on the light fixture lens. The walls were checked with a moisture meter. The HVAC should be set between 72-78 degrees and the door should not be left open for extended periods of time. The occupant is advised to remove personal belongings and not to occupy office until work has been completed.

Corrective Actions to be Completed by Site Based Staff

Remove and wipe down all contents w/wexcide	▼
Remove and replace stained ceiling tiles	▼
Clean HVAC supply and return grills with Wexcide	▼
Remove and replace A/C filters	▼
Ensure doors and windows remain closed	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set temperature to 72 - 78 degrees	▼
Remove and replace wall material as necessary	▼
Clean the HVAC coil	▼
	▼
See observations above for additional info	▼
	▼
	▼