

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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September 10, 2013

Signature on File

TO: Wendy Galinsky, Principal
Hollywood Park 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 August 21, 2013, I conducted an assessment at **Hollywood Park 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 Park Elementary

Evaluation Date

Time of Day

Outdoor Conditions Temperature

Relative Humidity

Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
<input type="text" value="102"/>	<input type="text" value="76.3"/>	<input type="text" value="72 - 78"/>	<input type="text" value="42"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="1130"/>	<input type="text" value="MAX 700 > Ambient"/>	<input type="text"/>
Noticeable Odor		<input type="text" value="No"/>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<input type="text" value="2' x 4'"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Drywall"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Floor	<input type="text" value="Carpet"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>

Ceiling Clean	<input type="text" value="Yes"/>	HVAC Supply Grills Clean	<input type="text" value="Yes"/>	HVAC Return Grills Clean	<input type="text" value="Yes"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="Yes"/>	Inside of Return Duct Clean	<input type="text" value="Yes"/>
Flooring Clean	<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean	<input type="text" value="Yes"/>		
Room Surfaces Clean	<input type="text" value="Yes"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="N/A"/>	Air Fresheners in Room	<input type="text" value="No"/>
Room Cluttered	<input type="text" value="No"/>	Food if Stored in Room is in Sealed Containers	<input type="text" value="N/A"/>		

Mechanical Equipment Location	<input type="text" value="Fish 102"/>		Mechanical Room Clean	<input type="text" value="Yes"/>	
Filters Installed Properly	<input type="text" value="Yes"/>	Filters Clean	<input type="text" value="Yes"/>	Inside of HVAC Unit Clean	<input type="text" value="Yes"/>
Condensate Pan Clean	<input type="text" value="Yes"/>	Cooling Coil Clean	<input type="text" value="Yes"/>		

Fresh Air Intake Location	<input type="text" value="Roof top"/>	Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="No"/>		

Observations

F-102 is a Mechanical Room. The principal states the administration area is always warm. I checked the chilled water temperatures; the chilled water supply was 52 degrees and the chilled water return was 66 degrees. Recommend that the HVAC maintenance department evaluate the HVAC system for proper operation

Corrective Actions to be Completed by Site Based Staff

	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Set chilled water temperatures to proper degrees	▼
Evaluate HVAC system for proper operation	▼
and repair as appropriate	▼
	▼
	▼
	▼
	▼
	▼

IAQ Assessment

Hollywood Park Elementary

Evaluation Date August 21, 2013

Time of Day 12:15

Outdoor Conditions Temperature 86

Relative Humidity 85.3

Ambient CO2 502

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
210	73.4	72 - 78	49.7	30% - 60%	1131	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		No		No		
Walls	Drywall/Tackboard		No		No		
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	Yes				

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	FISH 212 AHU # 4		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	Roof top ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

In restroom 210A- check for roof leak, water stained drywall ceiling < 2 sq ft. HFSP has been wiping microbial growth.

Corrective Actions to be Completed by Site Based Staff

	▼
	▼
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	▼
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	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate the HVAC coil for cleaning	▼
Evaluate and repair cause of stained ceiling	▼
Repair/replace water damaged ceiling	▼
	▼
See observations for additional information	▼
	▼
	▼
	▼