

Aston A. Henry, Director

## managing risk with responsibility

754 321-1900

Telephone:

Risk Manage	ment Department	Fax: 754 321-1917			
October 8, 20	Signature on File	For Custodial Supervisor Use Only			
TO:	Wendy Galinsky, Principal Hollywood Park Elementary School	Custodial Issues Addressed  Custodial Issues Not Addressed			
FROM:	Richard Rosa, Project Manager Risk Management Department				
SUBJECT:	Indoor Air Quality (IAQ) Assessment				

On October 3, 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**

Evaluation Date

Hollywood Park Elementary

October 3, 2013

Time of Day

10:00

Outdoor Conditions	Temperature	83.8	Relative	Humidity	81.1	Am	bient CO2 [	426
Fish         Tempe           134         74	rature Range 4.6 72 - 78	Relative Hum 55.8	$\neg$	Range % - 60%	825 825	5 N	Range IAX 700 > Ambient	# Occupants
Noticeable Odor  Ceiling 2' x	No No	Visible water dan staining?	mage /	gro	microbial owth? No	m	Amount of naterial affect	ed
Walls Dryv	wall	No		_	No			
Floor 12" x 12		No			No			
Ceiling Clean	Yes	HVAC Su Grills Cle		Yes			HVAC Return Grills Clean	Yes
Flooring Clean	Yes	Inside of Duct Clea		Yes			nside of Retu Duct Clean	Yes Yes
Room Surfaces [ Clean	No	Ceiling at Grills Cle		Yes				
Trash Removed	Yes	Exhaust Fans \	_	N/A			oved Chemica s in Room	als / No
Signs of Pests  Room Cluttered						Air Fresheners No in Room		
Mechanical Equipmen	nt Location FISH	140				Mechan	ical Room Cle	ean Yes
Filters Installed Proper		Filter	s Clean	Yes		Inside of I	HVAC Unit CI	ean Yes
Condensate Pan Cl	ean Yes	Cooling Co	il Clean	No				
Fresh Air Intake Locati	<u> </u>	top			▼		n Air Intake F estruction	ree Yes
Intake Observations	INO							
Custodial staff is sho	ort handed per HF	SP.						
Corrective Actions to	n he Completed h	ov Site Rased Sta	aff	Corr	ractive Activ	one to be (	Completed b	w PPO
Corrective Actions to be Completed by Site Based Star Encourage occupant to reduce clutter				Corrective Actions to be Completed by PPO  Evaluate the HVAC coil in FISH 140				
to assist with cleaning efforts  Coordinate with occupant to schedule			<b>]</b> [					<b>▼</b>
Coordinate w	ith occupant to s	cneaule	<b>▼</b>					▼
			▼					▼
			<b>▼</b>					▼
			<b>▼</b>					▼