

## managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	

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August 19, 2	014 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 August 14, 2014, 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 not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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, Executive Director, 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 Assessi	ment		
Hollywood Pa	rk Elementary Evaluation Dat	e August 14, 2014	Time of Day 1	:30
Outdoor Conditions Tempe	erature 90.6 Relative	e Humidity 61.0	Ambient CO2 41	12
		Range CO <sup>2</sup> % - 60% 576	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 2' Lay in	No	No		
Walls Drywall	No	No		
Floor Carpet	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Locatio	n FISH 120		Mechanical Room Clean	Yes
Filters Installed Properly	No Filters Clean	Νο	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Y	es Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air	Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Intake	Νο	▼		
Observations				
The HVAC filters are schedule	d for replacement Friday 8/15.			

Corrective Actions to be Completed by Site Based Staff

Clean corners, minor dirt buildup	▼
Clean ceilings around HVAC supply grills	▼
Install proper filters, tape and date	▼
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## Corrective Actions to be Completed by PPO

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