

managing risk with responsibility

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December 11, 2012 Signature on File

TO: Wanda Ross, Principal

Indian Trace Elementary School

FROM: Richard Rosa, Project Manager

Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only
Custodial Issues Addressed
Custodial Issues Not Addressed

On December 3, 2012, I conducted an assessment at **Indian Trace 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: Directors, School Performance & Accountability
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 Assessment

Indian Trace I	Elementary Evaluation Dat	e December 3, 2012	Time of Day 11	1:45
Outdoor Conditions Tempera	ture 78 Relative	Humidity 59.8	Ambient CO2 42	20
		Range CO ² 982	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean No 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 No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A		
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Above Ceiling in hallway		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	Not readily accessible	▼	Fresh Air Intake Free	N/A
Pollutant Sources Near Air Intake	Not readily accessible	▼	of Obstruction	
Observations				
The instructor states that there is			.	•
recommend that the evening HV normal operation, it appears that				
The cobwebs were found by the	windows. Additional rooms 50	04, 506 and 510.		

Corrective Actions to be Completed by Site Based Staff

Jian
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▼

Corrective Actions to be Completed by PPO

Corrective Actions to be completed by 110	
Repair HVAC to reduce humidity in FISH 508 & 510	▼
Clean the HVAC coil and condensate pan in AHU	▼
units that service FISH 504, 506 and 508	▼
	▼
	▼
	▼
	▼
	▼