

Aston A. Henry, Director
Risk Management Department

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August 27, 2014

Signature on File

TO: Cheryl Proctor, Principal
Martin Luther King Elementary School

FROM: Dan Meyer, 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, 2014, I conducted an assessment at **Martin Luther King 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, 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

DM/tc
Enc.

IAQ Assessment

King, Martin Luther Elementary

Evaluation Date August 21, 2014

Time of Day 10:45 AM

Outdoor Conditions Temperature 90.1 Relative Humidity 68.3 Ambient CO2 451

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
414F	74	72 - 78	45.1	30% - 60%	485	MAX 700 > Ambient	1
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		No		No		45 Sq ft	
2' X 4' Lay in		Drywall		12" x 12" Vinyl			
No		No		No			

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

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

Mechanical Equipment Location	Roof Top		Mechanical Room Clean	<input type="checkbox"/>	
Filters Installed Properly	<input type="checkbox"/>	Filters Clean	<input type="checkbox"/>	Inside of HVAC Unit Clean	<input type="checkbox"/>
Condensate Pan Clean	<input type="checkbox"/>	Cooling Coil Clean	<input type="checkbox"/>		

Fresh Air Intake Location		▼	Fresh Air Intake Free of Obstruction	<input type="checkbox"/>
Pollutant Sources Near Air Intake		▼		

Observations

Dry storage room in the kitchen. The South wall which backs up to the walk-in freezer has spotty growth. Can be wiped off with Wexcide but returns within a week. Drywall was cool and damp. Insulation needs to be checked.

Corrective Actions to be Completed by Site Based Staff

Wipe wall stain with wexcide and monitor	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate insulation between freezer and drywall	▼
Repair or replace drywall as necessary	▼
	▼
	▼
	▼
See observations for additional information	▼
	▼
	▼