

managing risk with responsibility

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August 9, 2012

Signature on File

TO: Sharon Boyd, Principal

Lake Forest 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 August 1, 2012, I conducted an assessment at **Lake Forest 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

Lake Forest Elementary	Evaluation Date	August 1, 2012	Time of Day1	1:30		
Outdoor Conditions Temperature	89 Relative Humi	68.6	Ambient CO2 43	36		
Fish Temperature Range R 101 78.4 72 - 78	Relative Humidity Range 44 30% - 609	625	Range # Oo MAX 700 > Ambient	cupants		
Noticeable Odor No Visil	ble water damage / Vis staining?	sible microbial growth?	Amount of material affected			
Ceiling 2' x 2'	No	No				
Walls Drywall	No	No				
Floor Carpet	Yes	No	various stains 10 sq	ft		
Ceiling Clean Yes	HVAC Supply Grills Clean	<u>)</u>	HVAC Return Grills Clean	Yes		
Walls Clean Yes	Inside of Supply	\neg	Inside of Return	Yes		
Flooring Clean Duct Clean Duct Clean						
Room Surfaces No Clean	Ceiling at Supply Grills Clean	<u>)</u>				
Trash Removed Yes Ex	haust Fans Working N//		approved Chemicals / aners in Room	No		
Signs of Pests No	Drain Traps Wet N/A			I		
recom ciationa [100]	if Stored in Room is aled Containers		ir Fresheners Room	No		
Mechanical Equipment Location FISH 121 Mechanical Room Clean No						
Filters Installed Properly Yes	Filters Clean Ye	s Inside	e of HVAC Unit Clean	Yes		
Condensate Pan Clean Yes	Cooling Coil Clean Ye	s				
Fresh Air Intake Location Thru exter	Thru exterior wall ▼		Fresh Air Intake Free of Obstruction			
Pollutant Sources Near Air Intake Student D	Student Drop Off Drive ▼					
Observations						
442 sq ft of carpet, various stains, 17 years of wear and tear, shampooing doesn't work, dust settles on the carpet and becomes airborne with traffic. The principal states there are immune compromised students that are on ventilator breathing machines that become ill when they visit the front office. The principal will accept floor tile to prevent further dust build up on the carpet.						
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO						
Clean HVAC supply grills with Wexcide Install appropriate filter spacer in HVAC system Install appropri						
Thoroughly clean horizontal surfaces ▼ Evaluate carpet for replacement with tile ▼						
Clean ceilings around HVAC supply grills ▼ ▼ ▼						
				▼		
	▼			▼		