

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: 754 321-1900 Fax: 754 321-1917
June 3, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Linda Pazos, Principal Lakeside Elementary School	Custodial Issues Addressed
	Lakeside Elementary School	Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On May 28, 2014, I conducted an assessment at **Lakeside 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.

Instructor has concerns in this room with odor, stating the odor reminds them of plant like substance and soil. The fresh air grill to the air handler room is amidst a butterfly garden and many floral trees in bloom. The duct work in F-189, above the actuators, apparently has openings due to the amount of conditioned air being forced out of the insulation. Site based staff to generate a w/o for insect droppings in AHR F-189. Coordinate a cleaning schedule between custodial staff and instructor to remove contents from shelving, clean and put back, if clutter can't be eliminated.

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Corrective Actions to be completed by 110	
Sheet metal dept. to close openings in metal duct	▼
check actuator for this room, temperature elevated	•
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Thoroughly clean elevated surfaces	▼
Generate a work order for pest control in FISH 189	
Room too cluttered to clean properly	▼
Encourage occupant to reduce clutter	▼
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	▼
	lacksquare
	▼

Sheet metal dept. to close openings in metal duct	▼
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