

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	

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May 21, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Alisia Williams, Principal Larkdale Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On May 16, 2014, I conducted a follow-up assessment at **Larkdale 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

DM/tc Enc.

IAQ Assessment							
Larkdale	e Elementary Evaluation Dat	te May 16, 2014	Time of Day	0:55			
Outdoor Conditions Temper	rature 82.4 Relative	e Humidity 76.7	Ambient CO2 4	25			
		Range CO ² % - 60% 896		24			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling2' X 4' Lay inWallsTack Board		No	4' X 4'				
Floor 12" x 12" Vinyl	No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	Yes	HVAC Return Grills Clean Inside of Return	Yes			
Flooring Clean Yes	Duct Clean	Yes	Duct Clean	Yes			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No	Drain Traps Wet	Yes					
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location	Wall Mounted Unit		Mechanical Room Clean	N/A			
Filters Installed Properly Ye	S Filters Clean	Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Clean N//	A Cooling Coil Clean	N/A					
Fresh Air Intake Location	Outside of Unit	▼	Fresh Air Intake Free	Yes			
Pollutant Sources Near Air Intake	None	▼	of Obstruction				
Observations							
Under the West A/C unit the wall had microbial growth behind several papers on the wall. Wall was moisture tested and was "wet". Growth was cleaned up at the time of the assessment. Portable door was propped open. Room had several cardboard boxes - Teacher was removing several personal items.							

Corrective Actions to be Completed by Site Based Staff

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Ensure doors and windows remain closed	▼
Encourage occupant to reduce clutter	▼
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Corrective Actions to be Completed by PPO

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Remove and replace wall material as needed	▼
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