

## managing risk with responsibility

Aston A. Henry, Supervisor **Risk Management Department** 

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August 24, 201	2 Signature on File	For Custodial Supervisor Use Only
TO:	Donna McCann, Principal	Custodial Issues Addressed
	Lauderdale Manors Elementary School	Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities Design and Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 20, 2012, I conducted an assessment at Lauderdale Manors Elementary School. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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

RK/tc Enc.

	IAQ Assessn	nent		
Lauderdale Manors	Elementary Evaluation Date	e August 20, 2012	Time of Day	2:20
Outdoor Conditions Tempera	ature 96.0 Relative	Humidity 53.0	Ambient CO2 4	80
		Range CO % - 60% 441		ccupants 2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsPlasterFloor12" x 12" Vinyl	No          No          No          No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes N/A N/a	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Trash Removed  Yes    Signs of Pests	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A No N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly No Condensate Pan Clean N/A	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of Room Trees	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
Room has not been used for aw room surfaces - Insect debris on one ceiling tile discolored (paint	n fan coil unit and window sills -	-	• •	

## Corrective Actions to be Completed by Site Based Staff

Run water in sinks at least monthly	▼
Thoroughly clean all surfaces	▼
If insects return after cleaning call in a work order	▼
Install A/C filters properly or contact COMPASS	▼
to generate a work order for repairs	▼
Remove and replace discolored ceiling tile	▼
	▼
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## Corrective Actions to be Completed by PPO

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	IAQ Assess	ment		
Lauderdale Manors	Elementary Evaluation Dat	te August 20, 2012	Time of Day 2	2:20
Outdoor Conditions Tempera	ature 96.0 Relative	e Humidity 53.0	Ambient CO2 48	80
		Range        CO          % - 60%        438		cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	]
Ceiling 2' X 4' Lay in Walls Plaster	No          No	No No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Floor Mounted Fan Coil Unit		Mechanical Room Clean	N/A
Filters Installed Properly Yes	5 Filters Clean	No	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Intake	Trees	▼		
Observations				
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Corrective Actions to be Completed by Site Based Staff

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Remove and replace A/C filters	▼
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## Corrective Actions to be Completed by PPO

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