

## managing risk with responsibility

Aston A. Henry, Task Assigned Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917	
May 2, 2013	Signature on File	For Custodial Supervisor Use Only		
TO:	David Levine, Principal	Custodial Iss	Custodial Issues Addressed	
	Liberty Elementary School	Custodial Iss	ues Not Addressed	
FROM:	Robert Krickovich, Coordinator I, LEA Facilities Design and Construction			
SUBJECT:	Indoor Air Quality (IAQ) Assessment			

On April 1, 2013, I conducted an assessment at **Liberty 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, Supervisor, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

IAQ Assessment								
Liberty I	Elementary Evaluation Dat	te April 1, 2013	Time of Day	2:30				
Outdoor Conditions Tempera	ture 87.8 Relative	e Humidity 45.1	Ambient CO2 46	65				
		Range CO <sup>2</sup> % - 60% 826		ccupants 18				
Noticeable OdorNoCeiling2' X 4' Lay inWallsDrywallFloorCarpet	Visible water damage / staining? No No No	Visible microbial growth? No No No	Amount of material affected					
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No No Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes				
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No				
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	No Yes				
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	▼ ▼	Fresh Air Intake Free of Obstruction	Yes				
Observations								
Heavy dust on books - Heavy dus	st inside of supply grills (PPO)	- Heavy dust on mech	nanical room floor					

## Corrective Actions to be Completed by Site Based Staff

Clean dust from books			
Thoroughly clean and sanitize floor in mechanical			
room	▼		
	▼		
	▼		
	▼		
	▼		
	▼		

## Corrective Actions to be Completed by PPO

Clean HVAC supply grills and supply drops	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼