

Aston A. Henry, Supervisor
Risk Management Department

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February 24, 2012

Signature on File

TO: Heather Hedman-DeVaughn, Principal
Manatee Bay Elementary School

FROM: Richard Rosa, Project Manager
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On January 18, 2012, I conducted an assessment at **Manatee Bay Elementary School**. Attached are findings and recommendations for further assessment, remediation, or corrective actions, if 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: Area Superintendent
Area Directors
Shelley Meloni, Executive Director, Facilities and Construction Management
Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance
Sonja Coley, Project Manager III, Facilities and Construction Management
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Supervisor, Risk Management
Broward Teachers Union
Federation of Public Employees

RR/tc
Enc.

IAQ Assessment

Location Number

Manatee Bay Elementary School

Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input style="width: 40px;" type="text" value="103"/>	<input style="width: 40px;" type="text" value="72.5"/>	<input style="width: 40px;" type="text" value="72 - 78"/>	<input style="width: 40px;" type="text" value="51.1"/>	<input style="width: 40px;" type="text" value="30% - 60%"/>	<input style="width: 40px;" type="text" value="723"/>	<input style="width: 40px;" type="text" value="Max 700 > Ambient"/>	<input style="width: 40px;" type="text"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="None"/>	
Ceiling Type	<input style="width: 100px;" type="text" value="2 x 4 Lay In"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 100px;" type="text" value="None"/>		
Wall Type	<input style="width: 100px;" type="text" value="Drywall"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 100px;" type="text" value="None"/>		
Flooring	<input style="width: 100px;" type="text" value="Carpet"/>		<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 100px;" type="text" value="3-4 spots (3 square feet)"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 100%; height: 20px;" type="text"/>
Walls	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 100%; height: 20px;" type="text" value="Clean as appropriate"/>
Flooring	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 100%; height: 20px;" type="text" value="Clean as appropriate"/>
HVAC Supply Grills	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 100%; height: 20px;" type="text" value="Clean as appropriate"/>
HVAC Return Grills	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 100%; height: 20px;" type="text"/>
Ceiling at Supply Grills	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 100%; height: 20px;" type="text" value="Clean as appropriate"/>
Surfaces in Room	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 100%; height: 20px;" type="text" value="Clean as appropriate"/>

Observations

Findings

- Dust build up on horizontal surfaces
- Dust build up on HVAC supply grills and on ceiling at supply grills
- Small stains on carpet
- Dust build up on wall adjacent to supply grills
- A/C filters not installed properly, not taped and spacers not installed properly

Site Based Maintenance:

- Thoroughly clean all surfaces throughout the room
- Clean HVAC supply grills with Wexcide and clean ceiling at supply grills.
- Thoroughly clean carpet
- Wipe down wall to remove dust
- Ensure A/C filters are installed properly
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

Manatee Bay Elementary School

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Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="103D"/>	<input type="text" value="72.6"/>	<input type="text" value="72 - 78"/>	<input type="text" value="53.3"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="694"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text"/>
Noticeable Odor	<input type="text" value="No"/>		Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>
Wall Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
HVAC Return Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Ceiling at Supply Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings

- Dust build up on surfaces throughout the room. Room is too cluttered to clean properly.
- Dust build up on HVAC supply and return grills and on ceiling at supply grills
- A/C filters not installed properly, not taped and spacers not installed properly

Site Based Maintenance:

- Thoroughly clean all surfaces throughout the room. Encourage occupant to reduce clutter to assist with cleaning efforts.
- Clean HVAC supply and return grills with Wexcide and clean ceiling at supply grills.
- Ensure A/C filters are installed properly
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

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Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input style="width: 50px;" type="text" value="103H"/>	<input style="width: 50px;" type="text" value="72.1"/>	<input style="width: 50px;" type="text" value="72 - 78"/>	<input style="width: 50px;" type="text" value="51.8"/>	<input style="width: 50px;" type="text" value="30% - 60%"/>	<input style="width: 50px;" type="text" value="806"/>	<input style="width: 50px;" type="text" value="Max 700 > Ambient"/>	<input style="width: 50px;" type="text"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input style="width: 50px;" type="text" value="No"/>		<input style="width: 50px;" type="text" value="No"/>		<input style="width: 50px;" type="text" value="No"/>		<input style="width: 50px;" type="text" value="None"/>	
Ceiling Type	<input style="width: 100px;" type="text" value="2 x 4 Lay In"/>		<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 100px;" type="text" value="None"/>		
Wall Type	<input style="width: 100px;" type="text" value="Drywall"/>		<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 100px;" type="text" value="None"/>		
Flooring	<input style="width: 100px;" type="text" value="Carpet"/>		<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 100px;" type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 100px;" type="text"/>
Walls	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 100px;" type="text"/>
Flooring	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 100px;" type="text"/>
HVAC Supply Grills	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 100px;" type="text" value="Clean as appropriate"/>
HVAC Return Grills	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 100px;" type="text" value="Clean as appropriate"/>
Ceiling at Supply Grills	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 100px;" type="text" value="Clean as appropriate"/>
Surfaces in Room	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 50px;" type="text" value="Yes"/>	<input style="width: 100px;" type="text" value="Clean as appropriate"/>

Observations

Findings

- Dust build up on surfaces throughout the room. Room is too cluttered to clean properly.
- Dust build up on HVAC supply and return grills and on ceiling at supply grills
- Dust and debris on carpet
- A/C filters not installed properly, not taped and spacers not installed properly

Site Based Maintenance:

- Thoroughly clean all surfaces throughout the room. Encourage occupant to reduce clutter to assist with cleaning efforts.
- Clean HVAC supply and return grills with Wexcide and clean ceiling at supply grills.
- Ensure carpet is vacuumed regularly
- Ensure A/C filters are installed properly
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate