

# managing risk with responsibility

Aston A. Henry, Supervisor Telephone: Risk Management Department Fax:

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

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Custodial Issues Addressed
Custodial Issues Not Addressed

754 321-1900

754 321-1917

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.

	Ma	anatee Bay El	ementar	y School			Evaluati	ion Requested	Janu	ary 17, 2012	
Time of Day	10:4	5					E	Evaluation Date	Janu	ary 18, 2012	
Outdoor Condi	tions	Temperatu	re 7	4.8	Relative H	umidity	66.1	Ambie	nt CO2	477	
Fish	Temperatu	ro D	Dalas		_		000			".0	_
103	72.5	72 - 78	Rela	tive Humidity 51.1	Range 30% - 60%		<b>CO2</b> 723	Ran Max 700	_	# Occupants	3 
Noticeable Od		No No		isible water age / staining	Visil	ole microgrowth?	bial	Amount of	f	J	J
Ceiling Type	2 x	4 Lay In		No		No	[		None		
Wall Type		Drywall		No		No	[		None		
Flooring	(	Carpet	]	Yes		No		3-4 spots	s (3 squa	re feet)	
	Clea		r Dust bris	Needs Cleaning	J		Correc	ctive Action Re	equired		
Ceiling	Ye	es N	lo	No							
Walls	N	o Y	es	Yes			Clea	an as appropri	ate		
Flooring	N	o Y	es	Yes			Clea	an as appropri	ate		
HVAC Supply	Grills N	o Y	es	Yes			Clea	an as appropri	ate		
HVAC Return	Grills Y	es	lo	No							
Ceiling at Sup Grills	ply N	o Y	es	Yes			Clea	an as appropri	ate		
Surfaces in Ro	oom N	o Y	es	Yes			Clea	an as appropri	ate		
) Dbservations											_
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**IAQ Assessment** 

**Location Number** 

- 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

Manatee Bay Elementary School						Evaluation Requested January 17, 2012			
Time of Day	10:4	÷5				E	Evaluation Date	January 18, 2012	
Outdoor Cond	itions	Tempe	rature	74.8	Relative Humidity	66.1	Ambier	nt CO2 477	
Fish	Temperatu	<sup>ure</sup> Ran	nge Rela	ative Humidity	Range	CO2	Rang	ge # Occupants	
103D	72.6	72 -	78	53.3	30% - 60%	694	Max 700 >	> Ambient	
Noticeable Odor No				Visible water mage / staining	Visible micro g? growth?	bial	Amount of material affected		
Ceiling Type	Ceiling Type 2 x 4 Lay In			No	No		None		
Wall Type	all Type Drywall			No	No		None		
Flooring	12	x 12 Vinyl		No	No			None	
	Cle	ean N	Minor Dust / Debris	Needs Cleaning	l	Correc	ctive Action Rec	quired	
Ceiling	Y	'es	No	No					
Walls	Y	'es	No	No					
Flooring	Y	'es	No	No					
HVAC Supply	Grills	No	Yes	Yes		Clea	an as appropria	ite	
HVAC Return	Grills N	No	Yes	Yes		Clea	an as appropria	ite	
Ceiling at Sup Grills	ply N	No	Yes	Yes		Clea	an as appropria	ite	
Surfaces in R	oom N	No	Yes	Yes		Clea	an as appropria	ite	
bservations									
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.									

- 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** 

	Mana <sup>r</sup>	tee Bay Elem	nentary School		Evalua	tion Requested	January 17, 2012	
Time of Day	10:45					Evaluation Date	January 18, 2012	
Outdoor Condi	itions T	Temperature	74.8	Relative Hu	umidity 66.	1 Ambie	ent CO2 477	
Fish	Temperature	Range	Relative Humidi	lity Range	CO2	Ran	nge # Occupants	
103H	72.1	72 - 78	51.8	30% - 60%	806	Max 700	> Ambient	
Noticeable Odor No			Visible wate damage / staini		le microbial growth?	Amount of material affec		
Ceiling Type	2 x 4 L	ay In	No	L	No	None		
Wall Type	Dryw	vall	No		No	None		
Flooring	Carp	oet	No		No		None	
	Clean	Minor D	ris Cleanir	ng	Corre	ective Action Re	equired	
Ceiling	Yes	No	No	]				
Walls	Yes	No	No	]				
Flooring	No	Yes	Yes	]				
HVAC Supply	Grills No	Yes	Yes		Cle	ean as appropria	ate	
HVAC Return	Grills No	Yes	Yes		Cle	ean as appropria	ate	
Ceiling at Sup Grills	oply No	Yes	Yes	]	Cle	ean as appropria	ate	
Surfaces in Ro	oom No	Yes	Yes	]	Cle	ean as appropria	ate	
bservations								
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.								

**IAQ Assessment** 

**Location Number** 

## 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