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Risk Management Department

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September 20, 2012

Signature on File

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

FROM: Richard Rosa, Project Manager
Facilities Design and Construction

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
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On September 12, 2012, I conducted an assessment at **Manatee Bay 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: 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

RR/tc
Enc.

IAQ Assessment

Manatee Bay Elementary

Evaluation Date September 12, 2012

Time of Day 1:15

Outdoor Conditions Temperature 81.5

Relative Humidity 78.1

Ambient CO2 413

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
P-132	72.3	72 - 78	50.8	30% - 60%	442	MAX 700 > Ambient	0	
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	Homasote		No		No			
Walls	Homasote		Yes		No		80 sq ft	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		No	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		N/A	Inside of Return Duct Clean		N/A
Flooring Clean		Yes	Ceiling at Supply Grills Clean		N/a			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		Yes	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			Window unit			Mechanical Room Clean		N/A
Filters Installed Properly		No	Filters Clean		No	Inside of HVAC Unit Clean		N/A
Condensate Pan Clean		N/A	Cooling Coil Clean		No			
Fresh Air Intake Location			Window unit ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			Standing water at time of assessment ▼					

Observations

This portable is unoccupied. Summer cleaning needed. Evaluate the exterior t-111 for water damage on North wall. Evaluate the interior water damaged wall system under both Window HVAC units. Insects are visible around the damaged wall system by North HVAC window unit. Remove interior marker boards and tack boards adjacent to window units and evaluate the wall system for water intrusion. The floor is buckling, evaluate the entire floor. Wipe drip stains on walls with wexcide, the stains were dry at the time of assessment.

Corrective Actions to be Completed by Site Based Staff

Classroom is due for a summer cleaning	▼
Vacuum/Wexcide window unit grills	▼
Wipe down walls with Wexcide	▼
	▼
Generate a work order for pest control	▼
Remove and replace A/C filters and date properly	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Clean both window unit coils	▼
Evaluate and repair cause of water damage	▼
to wall material	▼
Remove and replace wall material as necessary	▼
Evaluate floor	▼
See observations above for additional info	▼
	▼
	▼

IAQ Assessment

Manatee Bay Elementary

Evaluation Date September 12, 2012

Time of Day 12:45

Outdoor Conditions Temperature 81.5

Relative Humidity 78.1

Ambient CO2 413

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
QP381	74.1	72 - 78	46.1	30% - 60%	429	MAX 700 > Ambient	0	
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	homasote		Yes		No		15 sq ft	
Walls	Homasote		Yes		No		32 sq ft	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		No	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		N/A	Inside of Return Duct Clean		N/A
Flooring Clean		Yes	Ceiling at Supply Grills Clean		N/a			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		Yes	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			Window unit			Mechanical Room Clean		N/A
Filters Installed Properly		No	Filters Clean		No	Inside of HVAC Unit Clean		N/A
Condensate Pan Clean		N/A	Cooling Coil Clean		No			
Fresh Air Intake Location			Window unit ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			Standing water at time of assessment ▼					

Observations

This portable is unoccupied. Summer cleaning needed. Evaluate the roof for water intrusion. Evaluate the exterior t-111 for water damage on North wall. Evaluate the water damaged wall system under the North window HVAC unit. Insects are visible around the damaged wall system on the North wall.

Corrective Actions to be Completed by Site Based Staff

Classroom is due for a summer cleaning	▼
Vacuum/wexcide window unit grills	▼
	▼
	▼
Generate a work order for pest control	▼
Remove and replace A/C filters and date properly	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Clean both window unit coils	▼
Evaluate and repair cause of water damage	▼
to wall material	▼
Remove and replace wall material as necessary	▼
See observations above for additional info	▼
	▼
	▼
	▼