

managing risk with responsibility

Aston A. Henr Risk Managem	y, Director ent Department	Telephone: Fax:	754 321-1900 754 321-1917
March 19, 2014	Signature on File	For Custodial S	upervisor Use Only
TO:	Heather Hedman-Devaughn, Principal Manatee Bay Elementary School		ies Addressed ies Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department		
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On March 11, 2014, 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: 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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

IAQ Assessment								
Ma	anatee Bay Eleme	entary Evaluation Dat	e March 11, 2014	Time of Day	1:50			
Outdoor Conditions	Temperature	81.3 Relative	Humidity 49.4	Ambient CO2 4	27			
FishTemper103D71.			Range CC % - 60% 800		ccupants			
Noticeable Odor	No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' X 4' L	_ay in	Yes	No	5 tiles				
Walls Dryw	/all	Yes	Yes	20 linear ft of basebo	ard			
Floor 12" x 12"	" Vinyl	No	No					
	No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean				
	No Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean				
Room Surfaces	Yes	Ceiling at Supply Grills Clean	Yes					
	Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners	No			
Room Cluttered	Νο	Food if Stored in Room is in Sealed Containers	N/A	in Room				
Mechanical Equipment Location FISH 141 # 5 Mechanical Room Clean Yes								
Filters Installed Proper	ly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Cle	ean Yes	Cooling Coil Clean	Yes					
Fresh Air Intake Location Roof top ▼		Fresh Air Intake Free	Yes					
Pollutant Sources Near Air No			▼	of Obstruction				
Observations								

The cause of the leak has been repaired. The back right hand corner of storage room is the location of the damaged wall board. Replace drywall 2' up from floor and as much damaged drywall needed to remove all microbial growth. Wall board is dry, replace until clean drywall is found behind baseboard, approx. 20 linear ft of baseboard observed. Also in F-141 mechanical room, there is an area of drywall with microbial growth that also needs replacement, this area appears to back up to 103D.

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles after repairs			
Clean HVAC supply grills with Wexcide	▼		
	▼		
	▼		
	▼		
	▼		
	▼		
	▼		

Corrective Actions to be Completed by PPO

Install appropriate filter spacer in HVAC	▼
Special ceiling tile cut needed around sprinkler	▼
Remove/replace interior water damaged walls	▼
	▼
	▼
	▼
	▼
	▼