

Aston A. Henry, Supervisor
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

February 21, 2013

Signature on File

TO: Sherry Bees, Principal
Maplewood Elementary School

FROM: Robert Krickovich, Coordinator I, LEA
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

On February 5, 2013, I conducted an assessment at **Maplewood 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

RK/tc
Enc.

Indoor Air Quality Reminder

Dear Building Occupants,

Recently, we have been advised of an indoor air quality (IAQ) complaint. As building occupants, you play an important part in indoor air quality. Since we work together in relatively close quarters for a majority of the day, please be aware of simple allergy “triggers” in your office environment:

- Perfume, hair spray, or any item emitting strong odors or fumes
- Live plants with soil
- Room deodorizers
- Cleaning chemicals (only approved SBBC chemicals allowed)
- Insect sprays or repellents
- Reduce clutter which generates dust and hinders cleaning efforts

Maintaining good indoor air quality is a shared responsibility. We appreciate your time and effort in this important matter.

Please do not hesitate to contact the Risk Management Department at 754-321-1900 if you have any questions.

