

Aston A. Henry, Director
Risk Management Department

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

June 6, 2014

Signature on File

TO: Thaddeus Smith, Principal
Robert C. Markham Elementary School

FROM: Dan Meyer, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only

- Custodial Issues Addressed
 Custodial Issues Not Addressed

On June 3, 2014, I conducted an assessment at **Robert C. Markham 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

DM/tc
Enc.

IAQ Assessment

Markham, Robert C. Elementary

 Evaluation Date June 3, 2014

 Time of Day 12:10

 Outdoor Conditions Temperature 87.4

 Relative Humidity 50.4

 Ambient CO2 504

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
502	75.2	72 - 78	47.6	30% - 60%	1390	MAX 700 > Ambient	23
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 2' Lay in		No		No		
Walls	Drywall		Yes		No		2' X 4'
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		Yes	HVAC Supply Grills Clean		No		HVAC Return Grills Clean No
Walls Clean		Yes	Inside of Supply Duct Clean		Yes		Inside of Return Duct Clean No
Flooring Clean		No	Ceiling at Supply Grills Clean		No		
Room Surfaces Clean		No					
Trash Removed		Yes	Exhaust Fans Working		No		Unapproved Chemicals / Cleaners in Room No
Signs of Pests		No	Drain Traps Wet		Yes		Air Fresheners in Room No
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A		
Mechanical Equipment Location		502B				Mechanical Room Clean Yes	
Filters Installed Properly		Yes	Filters Clean		No		Inside of HVAC Unit Clean No
Condensate Pan Clean		No	Cooling Coil Clean		No		
Fresh Air Intake Location		Roof top ▼				Fresh Air Intake Free of Obstruction No	
Pollutant Sources Near Air Intake		None ▼					

Observations

Roof leak - Tile missing under leak. South wall damaged under white board. Dust build up on HVAC supply and return grills. Elevated surfaces dusty. Bulletin boards are covered with paper and are wet. Large throw rug needs to be cleaned. Filters need to be changed. Inside the return duct, outside air duct and unit need to be cleaned. Build up on A/C coil. Outside air damper needs to be repaired. Bathroom exhaust fan not working. Excessive amount of cardboard boxes.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean elevated surfaces	▼
Thoroughly clean and sanitize flooring / rug	▼
Encourage occupant to reduce clutter	▼
Remove cardboard boxes	▼
Clean HVAC supply and return grills with Wexcide	▼
Remove and replace A/C Filters	▼
Store items in plastic containers with lids	▼
	▼

Corrective Actions to be Completed by PPO

Repair roof leak - J634944 ?	▼
Clean HVAC return grills and drops	▼
Clean entire HVAC system - unit and drops	▼
Evaluate and repair cause of water damaged wall material	▼
Repair outside air damper	▼
Evaluate and repair exhaust fan in bathroom	▼
	▼