

Aston A. Henry, Director
Risk Management Department

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

April 28, 2014

Signature on File

TO: Russell Schwartz, Principal
McNab Elementary School

FROM: Dan Meyer, Project Manager
Risk Management Department

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 April 25, 2014, I conducted an assessment at **McNab 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

RK/tc
Enc.

IAQ Assessment

McNab Elementary

Evaluation Date April 25, 2014

Time of Day 10:45 A.M.

Outdoor Conditions Temperature 82.7 Relative Humidity 48.2 Ambient CO2 442

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
Bldg 7	76.2	72 - 78	55.5	30% - 60%	873	MAX 700 > Ambient	3	
Noticeable Odor		<input type="checkbox"/> Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Walls	Concrete block		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Floor	12" x 12" Vinyl		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Ceiling Clean		<input type="checkbox"/> Yes	HVAC Supply Grills Clean		<input type="checkbox"/> Yes	HVAC Return Grills Clean		<input type="checkbox"/> Yes
Walls Clean		<input type="checkbox"/> Yes						
Flooring Clean		<input type="checkbox"/> Yes	Inside of Supply Duct Clean		<input type="checkbox"/> Yes	Inside of Return Duct Clean		<input type="checkbox"/> Yes
Room Surfaces Clean		<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean		<input type="checkbox"/> Yes			
Trash Removed		<input type="checkbox"/> Yes	Exhaust Fans Working		<input type="checkbox"/> No	Unapproved Chemicals / Cleaners in Room		<input type="checkbox"/> No
Signs of Pests		<input type="checkbox"/> No	Drain Traps Wet		<input type="checkbox"/> Yes	Air Fresheners in Room		<input type="checkbox"/> No
Room Cluttered		<input type="checkbox"/> No	Food if Stored in Room is in Sealed Containers		<input type="checkbox"/> N/A			
Mechanical Equipment Location			FISH #943			Mechanical Room Clean		<input type="checkbox"/> Yes
Filters Installed Properly		<input type="checkbox"/> Yes	Filters Clean		<input type="checkbox"/> No	Inside of HVAC Unit Clean		<input type="checkbox"/> Yes
Condensate Pan Clean		<input type="checkbox"/>	Cooling Coil Clean		<input type="checkbox"/> No			
Fresh Air Intake Location			Thru exterior wall ▼			Fresh Air Intake Free of Obstruction		<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake			No ▼					

Observations

Exhaust fans for 3 bathrooms were off. Exhaust fans currently working on light switch. These fans should be operational during school hours and interlocked with our EMS. Fish # 936 Exhaust fan in the custodian closet is not working. AHU #2 & #3 drain pans are full. Three AHU's in Fish #943 - all need to have coils and drain pans cleaned. Filters need to be changed.

Corrective Actions to be Completed by Site Based Staff

Remove and replace A/C filters	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Clean the HVAC coils	▼
Clean condensate pans	▼
Repair exhaust fan in custodian closet Fish #936	▼
Interlock exhaust fans with EMS	▼
	▼
	▼
See observations for additional information	▼
	▼