

Aston A. Henry, Director  
Risk Management Department

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

October 15, 2014

Signature on File

TO: Russell Schwartz, Principal  
McNab Elementary School

FROM: Robert Krickovich, Coordinator I, LEA  
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
_____	
_____	

On October 10, 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, Executive Director, 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 October 10, 2014

Time of Day 1:30

Outdoor Conditions    Temperature 89.9    Relative Humidity 55.0    Ambient CO2 343

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
934	73.4	72 - 78	46.1	30% - 60%	1051	MAX 700 > Ambient	30
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		Yes		No		4 stained ceiling tiles	
2' X 4' Lay in		Yes		No		8' Tackboard	
Block / Drywall							
12" x 12" Vinyl							

Ceiling Clean	<input type="checkbox"/> Yes	HVAC Supply Grills Clean	<input type="checkbox"/> No	HVAC Return Grills Clean	<input type="checkbox"/> No
Walls Clean	<input type="checkbox"/> Yes	Inside of Supply Duct Clean	<input type="checkbox"/> Yes	Inside of Return Duct Clean	<input type="checkbox"/> Yes
Flooring Clean	<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean	<input type="checkbox"/> No		
Room Surfaces Clean	<input type="checkbox"/> No				

Trash Removed	<input type="checkbox"/> Yes	Exhaust Fans Working	<input type="checkbox"/> N/A	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"/> No
Filters Installed Properly	<input type="checkbox"/> Yes	Filters Clean	<input type="checkbox"/> Yes
Condensate Pan Clean	<input type="checkbox"/> No	Cooling Coil Clean	<input type="checkbox"/> No
		Inside of HVAC Unit Clean	<input type="checkbox"/> Yes

Fresh Air Intake Location	Outside of Room	Fresh Air Intake Free of Obstruction	<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake	Trees / Auto Dealership		

**Observations**

Heavy dust build up on HVAC supply and return grills - Dust / Debris on surfaces - Dust build up on ceilings and fixtures at HVAC supply grills - Wall material under windows wet - Window sill not sealed to block on exterior of building - 4 stained ceiling tiles at window wall - Water stained tackboard left of emergency escape door - spotty stains on all tackboards - dust on elevated surfaces

**Corrective Actions to be Completed by Site Based Staff**

Thoroughly clean elevated surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Replace wall material under all windows	▼
Remove all tackboard wall surfaces	▼
Evaluate and repair cause of stained ceiling tiles	▼
Remove and replace stained ceiling tiles	▼
Repair HVAC to reduce CO2 levels	▼
Clean HVAC return grills and drops	▼
Clean HVAC supply grills and drops	▼
	▼



# IAQ Assessment

McNab Elementary

Evaluation Date October 10, 2014

Time of Day 1:30

Outdoor Conditions    Temperature 89.9    Relative Humidity 55.0    Ambient CO2 343

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">938</span>	<span style="border: 1px solid black; padding: 2px;">72.8</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">56.0</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">750</span>	<span style="border: 1px solid black; padding: 2px;">MAX 700 &gt; Ambient</span>	<span style="border: 1px solid black; padding: 2px;">2</span>
Noticeable Odor		<span style="border: 1px solid black; padding: 2px;">No</span>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">1 tile</span>
Walls	<span style="border: 1px solid black; padding: 2px;">Block / Drywall</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Floor	<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Ceiling Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Supply Grills Clean		<span style="border: 1px solid black; padding: 2px;">No</span>		HVAC Return Grills Clean <span style="border: 1px solid black; padding: 2px;">No</span>
Walls Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Supply Duct Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>		Inside of Return Duct Clean <span style="border: 1px solid black; padding: 2px;">No</span>
Flooring Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Ceiling at Supply Grills Clean		<span style="border: 1px solid black; padding: 2px;">No</span>		
Room Surfaces Clean		<span style="border: 1px solid black; padding: 2px;">No</span>					
Trash Removed		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Exhaust Fans Working		<span style="border: 1px solid black; padding: 2px;">N/A</span>		Unapproved Chemicals / Cleaners in Room <span style="border: 1px solid black; padding: 2px;">No</span>
Signs of Pests		<span style="border: 1px solid black; padding: 2px;">No</span>	Drain Traps Wet		<span style="border: 1px solid black; padding: 2px;">N/A</span>		Air Fresheners in Room <span style="border: 1px solid black; padding: 2px;">No</span>
Room Cluttered		<span style="border: 1px solid black; padding: 2px;">No</span>	Food if Stored in Room is in Sealed Containers		<span style="border: 1px solid black; padding: 2px;">N/A</span>		
Mechanical Equipment Location			<span style="border: 1px solid black; padding: 2px;">FISH 943</span>			Mechanical Room Clean <span style="border: 1px solid black; padding: 2px;">No</span>	
Filters Installed Properly		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Filters Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>		Inside of HVAC Unit Clean <span style="border: 1px solid black; padding: 2px;">Yes</span>
Condensate Pan Clean		<span style="border: 1px solid black; padding: 2px;">No</span>	Cooling Coil Clean		<span style="border: 1px solid black; padding: 2px;">No</span>		
Fresh Air Intake Location			<span style="border: 1px solid black; padding: 2px;">Outside of Room</span> ▼			Fresh Air Intake Free of Obstruction <span style="border: 1px solid black; padding: 2px;">Yes</span>	
Pollutant Sources Near Air Intake			<span style="border: 1px solid black; padding: 2px;">Trees / Auto Dealership</span> ▼				

**Observations**

Heavy dust build up on HVAC supply and return grills - Dust / Debris on surfaces - Dust build up on ceilings and fixtures at HVAC supply grills - Wall material under windows wet - Window sill not sealed to block on exterior of building - 1 stained ceiling tile over windows - 8 live plants

**Corrective Actions to be Completed by Site Based Staff**

Thoroughly clean elevated surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Replace wall material under all windows	▼
Evaluate and repair cause of stained ceiling tiles	▼
Remove and replace stained ceiling tiles	▼
Clean HVAC return grills and drops	▼
Clean HVAC supply grills and drops	▼
	▼
	▼
	▼



# IAQ Assessment

McNab Elementary

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Time of Day 1:30

Outdoor Conditions    Temperature 89.9    Relative Humidity 55.0    Ambient CO2 343

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">940</span>	<span style="border: 1px solid black; padding: 2px;">72.8</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">56.4</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">764</span>	<span style="border: 1px solid black; padding: 2px;">MAX 700 &gt; Ambient</span>	<span style="border: 1px solid black; padding: 2px;">5</span>
Noticeable Odor		<span style="border: 1px solid black; padding: 2px;">No</span>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">1 tile</span>
Walls	<span style="border: 1px solid black; padding: 2px;">Block / Drywall</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Floor	<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">6 sq ft</span>
Ceiling Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Supply Grills Clean		<span style="border: 1px solid black; padding: 2px;">No</span>		HVAC Return Grills Clean <span style="border: 1px solid black; padding: 2px;">No</span>
Walls Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Supply Duct Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>		Inside of Return Duct Clean <span style="border: 1px solid black; padding: 2px;">No</span>
Flooring Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Ceiling at Supply Grills Clean		<span style="border: 1px solid black; padding: 2px;">No</span>		
Room Surfaces Clean		<span style="border: 1px solid black; padding: 2px;">No</span>					
Trash Removed		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Exhaust Fans Working		<span style="border: 1px solid black; padding: 2px;">N/A</span>		Unapproved Chemicals / Cleaners in Room <span style="border: 1px solid black; padding: 2px;">No</span>
Signs of Pests		<span style="border: 1px solid black; padding: 2px;">No</span>	Drain Traps Wet		<span style="border: 1px solid black; padding: 2px;">No</span>		Air Fresheners in Room <span style="border: 1px solid black; padding: 2px;">No</span>
Room Cluttered		<span style="border: 1px solid black; padding: 2px;">No</span>	Food if Stored in Room is in Sealed Containers		<span style="border: 1px solid black; padding: 2px;">N/A</span>		
Mechanical Equipment Location		<span style="border: 1px solid black; padding: 2px;">FISH 943</span>				Mechanical Room Clean <span style="border: 1px solid black; padding: 2px;">No</span>	
Filters Installed Properly		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Filters Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>		Inside of HVAC Unit Clean <span style="border: 1px solid black; padding: 2px;">Yes</span>
Condensate Pan Clean		<span style="border: 1px solid black; padding: 2px;">No</span>	Cooling Coil Clean		<span style="border: 1px solid black; padding: 2px;">No</span>		
Fresh Air Intake Location		<span style="border: 1px solid black; padding: 2px;">Outside of Room</span> ▼				Fresh Air Intake Free of Obstruction <span style="border: 1px solid black; padding: 2px;">Yes</span>	
Pollutant Sources Near Air Intake		<span style="border: 1px solid black; padding: 2px;">Trees / Auto Dealership</span> ▼					

**Observations**

Heavy dust build up on HVAC supply and return grills - Dust / Debris on surfaces - Dust build up on ceilings and fixtures at HVAC supply grills - Wall material under windows wet - Window sill not sealed to block on exterior of building - 1 stained ceiling tile over windows - spotty stains on tackboards - sink trap @ teachers desk dry - flooring stained right side of windows

**Corrective Actions to be Completed by Site Based Staff**

Thoroughly clean elevated surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
Run water in sinks and floor drains monthly	▼
Thoroughly clean stained flooring	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Replace wall material under all windows	▼
Remove all tackboard wall surfaces	▼
Evaluate and repair cause of stained ceiling tiles	▼
Remove and replace stained ceiling tiles	▼
Clean HVAC return grills and drops	▼
Clean HVAC supply grills and drops	▼
	▼
	▼

# IAQ Assessment

McNab Elementary

Evaluation Date October 10, 2014

Time of Day 1:30

Outdoor Conditions    Temperature 89.9    Relative Humidity 55.0    Ambient CO2 343

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">941</span>	<span style="border: 1px solid black; padding: 2px;">71.4</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">53.7</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">1034</span>	<b>MAX 700 &gt; Ambient</b>	<span style="border: 1px solid black; padding: 2px;">2</span>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<span style="border: 1px solid black; padding: 2px;">Block / Drywall</span>		<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>			
<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">1 tile</span>	
<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">4 sq ft</span>	
<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>	

Ceiling Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Supply Grills Clean	<span style="border: 1px solid black; padding: 2px;">No</span>	HVAC Return Grills Clean	<span style="border: 1px solid black; padding: 2px;">No</span>
Walls Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Supply Duct Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Return Duct Clean	<span style="border: 1px solid black; padding: 2px;">No</span>
Flooring Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Ceiling at Supply Grills Clean	<span style="border: 1px solid black; padding: 2px;">No</span>		
Room Surfaces Clean	<span style="border: 1px solid black; padding: 2px;">No</span>				

Trash Removed	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Exhaust Fans Working	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Unapproved Chemicals / Cleaners in Room	<span style="border: 1px solid black; padding: 2px;">No</span>
Signs of Pests	<span style="border: 1px solid black; padding: 2px;">No</span>	Drain Traps Wet	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Air Fresheners in Room	<span style="border: 1px solid black; padding: 2px;">No</span>
Room Cluttered	<span style="border: 1px solid black; padding: 2px;">No</span>	Food if Stored in Room is in Sealed Containers	<span style="border: 1px solid black; padding: 2px;">N/A</span>		

Mechanical Equipment Location	<span style="border: 1px solid black; padding: 2px;">FISH 943</span>	Mechanical Room Clean	<span style="border: 1px solid black; padding: 2px;">No</span>
Filters Installed Properly	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Filters Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>
Condensate Pan Clean	<span style="border: 1px solid black; padding: 2px;">No</span>	Cooling Coil Clean	<span style="border: 1px solid black; padding: 2px;">No</span>
		Inside of HVAC Unit Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>

Fresh Air Intake Location	<span style="border: 1px solid black; padding: 2px;">Outside of Room</span>	Fresh Air Intake Free of Obstruction	<span style="border: 1px solid black; padding: 2px;">Yes</span>
Pollutant Sources Near Air Intake	<span style="border: 1px solid black; padding: 2px;">Trees / Auto Dealership</span>		

**Observations**

Heavy dust build up on HVAC supply and return grills - Dust / Debris on surfaces - Dust build up on ceilings and fixtures at HVAC supply grills - Wall material under windows wet - Window sill not sealed to block on exterior of building - 1 stained ceiling tile over windows - Water damaged wall material over center of window

**Corrective Actions to be Completed by Site Based Staff**

Thoroughly clean elevated surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Replace wall material under all windows	▼
Repair water damaged wall over windows	▼
Evaluate and repair cause of stained ceiling tiles	▼
Remove and replace stained ceiling tiles	▼
Clean HVAC return grills and drops	▼
Clean HVAC supply grills and drops	▼
Repair HVAC to reduce CO2 levels	▼
	▼

# IAQ Assessment

McNab Elementary

Evaluation Date October 10, 2014

Time of Day 1:30

Outdoor Conditions Temperature 89.9

Relative Humidity 55.0

Ambient CO2 343

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">943</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;">MAX 700 &gt; Ambient</span>	<span style="border: 1px solid black; padding: 2px;"></span>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling							
Walls							
Floor							
Ceiling Clean	<input type="checkbox"/>	HVAC Supply Grills Clean	<input type="checkbox"/>	HVAC Return Grills Clean	<input type="checkbox"/>		
Walls Clean	<input type="checkbox"/>	Inside of Supply Duct Clean	<input type="checkbox"/>	Inside of Return Duct Clean	<input type="checkbox"/>		
Flooring Clean	<input type="checkbox"/>	Ceiling at Supply Grills Clean	<input type="checkbox"/>				
Room Surfaces Clean	<input type="checkbox"/>						
Trash Removed	<input type="checkbox"/>	Exhaust Fans Working	<input type="checkbox"/>	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/>		
Signs of Pests	<input type="checkbox"/>	Drain Traps Wet	<input type="checkbox"/>	Air Fresheners in Room	<input type="checkbox"/>		
Room Cluttered	<input type="checkbox"/>	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/>				
Mechanical Equipment Location	<span style="border: 1px solid black; padding: 2px;">FISH 943</span>				Mechanical Room Clean	<span style="border: 1px solid black; padding: 2px;">No</span>	
Filters Installed Properly	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Filters Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>		Inside of HVAC Unit Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	
Condensate Pan Clean	<span style="border: 1px solid black; padding: 2px;">No</span>	Cooling Coil Clean	<span style="border: 1px solid black; padding: 2px;">No</span>				
Fresh Air Intake Location	<span style="border: 1px solid black; padding: 2px;">Outside of Room</span> ▼				Fresh Air Intake Free of Obstruction	<span style="border: 1px solid black; padding: 2px;">Yes</span>	
Pollutant Sources Near Air Intake	<span style="border: 1px solid black; padding: 2px;">Trees / Auto Dealership</span> ▼						

**Observations**

**Mechanical Room 943 - 1" standing water in room - All HVAC drain pans full and overflowing - coils dusty / dirty - Slime on floor in mechanical room - water inside bottom of HVAC unit - Filters stored in room on wet floor.**

**Corridor - 013 - Tackboards damp / stained - PPO To remove / replace all tackboards in entire building. (May be able to reduce quantity of tackboards)**

**Corrective Actions to be Completed by Site Based Staff**

Discard wet HVAC Filters	▼
Clean floor in Mechanical room	▼
Call in work orders when pans overflow	▼
	▼
	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Clean Condensate drains and pans	▼
Clean coils in all units	▼
Clean inside of all HVAC units	▼
Clean entire HVAC system - units and drops	▼
	▼
	▼
	▼
	▼