

Aston A. Henry, Director
Risk Management Department

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July 10, 2013

Signature on File

TO: Matthew Whaley, Principal
Meadowbrook Elementary School

FROM: Richard Rosa, 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

On June 19, 2013, I conducted an assessment at **Meadowbrook 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

Meadowbrook Elementary

 Evaluation Date June 19, 2013

 Time of Day 12:30

 Outdoor Conditions Temperature 87.1

 Relative Humidity 70.1

 Ambient CO2 432

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
104C	69.8	72 - 78	53.1	30% - 60%	475	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		Yes		No		1 small ceiling stain < 1 sq ft
Walls	Drywall		Yes		Yes		< 64 sq ft
Floor	Carpet		No		No		

Ceiling Clean	No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	Yes
Walls Clean	No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean	No		
Room Surfaces Clean	Yes				

Trash Removed	Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	FISH 124		Mechanical Room Clean	Yes	
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes	Cooling Coil Clean	Yes		

Fresh Air Intake Location	Roof top ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

The HFSP will wipe the visible microbial growth with wexcide from the wall surfaces, and continue to monitor the wall surfaces for return growth until the HVAC system has been repaired. The fresh air damper was closed at the time of the assessment.

Corrective Actions to be Completed by Site Based Staff

Wipe down wall stain w/ wexcide and monitor	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Set temperature to 72 - 78 degrees	▼
Evaluate fresh damper in the mechanical room	▼
Evaluate and repair cause of stained ceiling tiles	▼
	▼
	▼
	▼
	▼

IAQ Assessment

Meadowbrook Elementary

 Evaluation Date June 19, 2013

 Time of Day 12:00

 Outdoor Conditions Temperature 87.1

 Relative Humidity 70.1

 Ambient CO2 432

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
104D	69.8	72 - 78	53.6	30% - 60%	521	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		No		No		
Walls	Drywall		Yes		Yes	< 36 sq ft	
Floor	Carpet		No		No		
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean N/a	
Walls Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean N/A	
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes		
Room Surfaces Clean		No					
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room No	
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room No	
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A		
Mechanical Equipment Location			FISH 124			Mechanical Room Clean Yes	
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean Yes	
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes		
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction Yes	
Pollutant Sources Near Air Intake			No ▼				

Observations

The school staff will pull away the desk assembly from the wall and wipe the visible microbial growth from the wall with wexcide, continue to monitor the wall surfaces for return growth until the HVAC system has been repaired. The fresh air damper was closed at the time of the assessment. There was no return grill in the door or in the drop ceiling. There is minor clutter above the shelving making it difficult for the HFSP to clean properly.

Corrective Actions to be Completed by Site Based Staff

Wipe down wall stain w/ wexcide and monitor	▼
Thoroughly clean elevated surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Encourage occupant to reduce clutter	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Set temperature to 72 - 78 degrees	▼
Evaluate fresh damper in the mechanical room	▼
Evaluate the HVAC system (no HVAC return in room)	▼
	▼
	▼
	▼
	▼