

Aston A. Henry, Director
Risk Management Department

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November 5, 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 November 1, 2013, I conducted a follow up 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 November 1, 2013

Time of Day 11:00

Outdoor Conditions Temperature 89.6

Relative Humidity 62.8

Ambient CO2 421

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
105	70.3	72 - 78	60.8	30% - 60%	787	MAX 700 > Ambient		
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' x 4'		No		No			
Walls	Plaster/concrete		Yes		Yes		4 sq ft	
Floor	Carpet		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	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		Yes			
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 HVAC fresh air damper in F-124 appeared to be closed at the time of assessment. Requested the instructor from F-105 to move all boxes and supplies from perimeter wall surfaces. This will allow the HVAC system to circulate air as intended. The concrete wall surfaces with microbial growth were behind room supplies and shelving. Please contact Rick Rosa once HVAC repairs have been made for follow up assessment per Mr. Whaley (Principal).

Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply grills with Wexcide	▼
Wipe wall stains w/wexcide and monitor	▼
Relocate boxes and supplies from wall surfaces	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Set temperature to 72 - 78 degrees	▼
Repair HVAC to reduce humidity level	▼
Evaluate fresh air damper in the mechanical room	▼
	▼
	▼
	▼
	▼