

Aston A. Henry, Director
Risk Management Department

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November 19, 2013

Signature on File

TO: Joanne Schlissel, Principal
Miramar Elementary School

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only

- Custodial Issues Addressed
- Custodial Issues Not Addressed

On November 7, 2013, I conducted an assessment at **Miramar 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

Miramar Elementary

Evaluation Date November 7, 2013

Time of Day 10:30

Outdoor Conditions Temperature 78.4

Relative Humidity 75.6

Ambient CO2 441

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
210	70.5	72 - 78	75.0	30% - 60%	534	MAX 700 > Ambient	
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 2'		No		No		
Walls	Tack Board		Yes		No		200 sq ft
Floor	12" x 12" Vinyl		Yes		No		6 sq ft

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	No	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	Yes				

Trash Removed	Yes	Exhaust Fans Working	Yes	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 210C	Mechanical Room Clean	No
Filters Installed Properly	Yes	Filters Clean	Yes
Condensate Pan Clean	No	Cooling Coil Clean	Yes
		Inside of HVAC Unit Clean	Yes

Fresh Air Intake Location	Exterior corridor ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

Mechanical room F-210C. Remove North cabinetry from wall, remove all tack board from floor to ceiling and discard. Evaluate water damage to plaster wall and repair if necessary. Evaluate the North cabinetry for water damage, repair or replace. Evaluate for water intrusion, this is an exterior wall with a metal walkway affixed to the exterior wall surface. Also roof flashing may be breached. When performing construction, barrier off door to adjacent classroom.

Corrective Actions to be Completed by Site Based Staff

Wipe walls in Mechanical room with wexcide	▼
Strip and wax rust stains on VCT flooring	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set temperature to 72 - 78 degrees	▼
Remove tackboard and repair wall	▼
Remove cabinetry, evaluate water damage	▼
Evaluate water intrusion behind cabinetry	▼
Clean condensate pan	▼
	▼
See Observations for additional information	▼

