

managing risk with responsibility

Aston A. Henry, Director Risk Management Department

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

June 23, 2014	Signature on File	
June 20, 2014	Cignetere ou rue	For Custodial Supervisor Use Only
TO:	Jeannie Floyd, Principal <b>Nob Hill Elementary</b>	Custodial Issues Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	Custodial Issues Not Addressed
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On June 19, 2014, I conducted an assessment at Nob Hill Elementary. 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 Aston Henry, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

DM/tc Enc.

	IAQ Assess	sment		
Nob Hill	Elementary Evaluation Da	ate June 19, 2014	Time of Day	0:45
Outdoor Conditions Tempera	ature 90.7 Relativ	re Humidity 56.4	Ambient CO2 4	93
	ange Relative Humidity - 78 44.5 30	Range         CO <sup>2</sup> 0% - 60%         592		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloorCarpet	No           No           No	No No No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers		Air Fresheners in Room	No
Mechanical Equipment Location	FISH # 109		Mechanical Room Clean	Yes
Filters Installed Properly Yes	5 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	None	▼		
Observations			····	
Small office room. No signs of n removed the tile during the insp			bit by an old ceiling tile. V	Ve

Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

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	IAQ Assess	ment		
Nob Hill	Elementary Evaluation Date	te June 19, 2014	Time of Day 1	0:45
Outdoor Conditions Tempera	ature 90.7 Relative	e Humidity 56.4	Ambient CO2 4	93
		Range <u>CO</u> % - 60%	<sup>2</sup> Range # Oo MAX 700 > Ambient	ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloorCarpet	No No	No No		
Ceiling Clean	HVAC Supply Grills Clean Inside of Supply Duct Clean		HVAC Return Grills Clean Inside of Return	
Flooring Clean	Ceiling at Supply Grills Clean		Duct Clean	
Trash RemovedNoSigns of PestsImage: Comparison of PestsRoom ClutteredImage: Comparison of Pests	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations This room was being used as a c this room. Did not take temperat				stored in

Corrective Actions to be Completed by Site Based Staff

Replace ceiling tiles	▼	
Remove construction materials	▼	
Clean room thoroughly	▼	
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## Corrective Actions to be Completed by PPO

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	IAQ Assess	nent		
Nob Hill	Elementary Evaluation Dat	e June 19, 2014	Time of Day 1	0:45
Outdoor Conditions Tempera	ature 90.7 Relative	Humidity 56.4	Ambient CO2 4	93
		Range         CO <sup>2</sup> % - 60%         539	Range # O MAX 700 > [ Ambient	ccupants 6
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 2' Lay inWallsDrywallFloorCarpet	Yes No No	No No	6 tiles	
Ceiling CleanYesWalls CleanYesFlooring CleanNoRoom SurfacesNoCleanNo	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes
Observations 6 cut tiles need to be replaced - ( up by ceiling tiles ) Both Suppl Summer cleaning.				

## Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply and return grills with Wexcide	▼
Thoroughly clean entire media center	▼
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## Corrective Actions to be Completed by PPO

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