

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone:754 321-1900Fax:754 321-1917
June 4, 2015	Signature on File	For Custodial Supervisor Use Only
TO:	Marvis Ward, Principal Norcrest Elementary	Custodial Issues Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	Custodial Issues Not Addressed
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On June 3, 2015, I conducted an assessment at **Norcrest Elementary School.** Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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 754-321-1900.

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

DM/jj Enc.

IAQ Assessment							
Norcrest	Elementary Evaluation Dat	te June 3, 2015	Time of Day 1:3	30 PM			
Outdoor Conditions Tempera	ature 85.7 Relative	e Humidity 63.1	Ambient CO2 4	27			
		Range <u>CO</u> % - 60%	² Range # O MAX 700 > Ambient	ccupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Walls Block / drywall Floor 12" x 12" Vinyl							
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes No	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	Yes Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No			
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes	-	No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes			
Fresh Air Intake Location Pollutant Sources Near Air Intake	Over top of exterior mechanic	cal room door ▼	Fresh Air Intake Free of Obstruction	Yes			
Observations							
Checked temperatures and hum need to be thoroughly cleaned. need to be vacuumed. Filters ne	All supply grills need to be wip		• •	-			

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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