

# RISK MANAGEMENT...

managing risk with responsibility

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November 10, 2009

**Signature on File**

TO: Ms. Rendolyn Amaker, Principal  
**North Fork Elementary School**

FROM: Edward See, Project Manager  
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment  
**FISH 508 and 512**

<b>For Custodial Supervisor Use Only</b>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
_____	
_____	

On October 2, 2009 I conducted an assessment of FISH 508 and 512 at **North Fork Elementary School**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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 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 me at 754-321-1900.

cc: Dr. Leontine Butler, Area Superintendent  
Jan Beal, Area Director  
Jeffrey S. Moquin, Executive Director, Support Operations  
Aston Henry, Supervisor, Risk Management  
Frank Alfieri, Project Manager, Facilities and Construction Management  
Dane Ramson, Broward Teachers Union  
Roy Jarrett, Federation of Public Employees  
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1  
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division  
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc  
Enc.

# IAQ Assessment

Location Number 1191

North Fork Elementary School

Evaluation Requested September 29, 2009

Time of Day 1:55 pm

Evaluation Date October 2, 2009

Outdoor Conditions      Temperature 91.3      Relative Humidity 80.3      Ambient CO2 403

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
508	71.6	72 - 78	64.7	30% - 60%	826	Max 700 > Ambient	3
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Yes		No		No		None	
Ceiling Type	2 x 4 Lay In		No	No		None	
Wall Type	Drywall/Plaster		No	No		None	
Flooring	12 x 12 Vinyl		No	No		None	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	Yes	No	No	
Walls	Yes	No	No	
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	Yes	No	No	

## Observations

### Findings:

- Temperature was low and humidity level was elevated at the time of the assessment
- Musty odor in room
- FISH 508A (closet) - HFSP advised removed items and wiped down with Wexcide. No visible growth at the time of the assessment.
- FISH 508A (closet) - No HVAC return installed

### Site Based Maintenance:

- Wipe down room with Wexcide disinfectant solution after HVAC system has been repaired
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

### Physical Plant Operations:

- Evaluate HVAC for proper operation and repair as appropriate to increase temperature lower humidity level - **WORK ORDER EQ01318**
- Evaluate FISH 508A for installation of return air grill

# IAQ Assessment

Location Number 1191

North Fork Elementary School

Evaluation Requested September 29, 2009

Time of Day 1:55 pm

Evaluation Date October 2, 2009

Outdoor Conditions      Temperature 91.3      Relative Humidity 80.3      Ambient CO2 403

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
512	71.3	72 - 78	70.8	30% - 60%	782	Max 700 > Ambient	2
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Yes		No		No		None	
Ceiling Type	2 x 4 Lay In		No	No		None	
Wall Type	Drywall/Plaster		No	No		None	
Flooring	12 x 12 Vinyl		No	No		None	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	Yes	No	No	
Walls	Yes	No	No	
Flooring	Yes	No	No	
HVAC Supply Grills	No	Yes	Yes	Clean with Wexcide disinfectant
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	No	Yes	Yes	Clean as appropriate
Surfaces in Room	No	Yes	Yes	Clean as appropriate

## Observations

### Findings:

- Temperature was low and humidity level was elevated at the time of the assessment
- Musty odor in room
- Dust and debris on HVAC supply grills and on ceiling at supply grills
- FISH 512A (closet) - Plastic container with visible microbial growth
- FISH 512A (closet) - broken ceiling tile

### Site Based Maintenance:

- Clean HVAC supply grills with Wexcide disinfectant solution and clean ceiling at supply grills
- Wipe down room with Wexcide disinfectant solution after HVAC system has been repaired
- Wipe down items in closet (FISH 512A) with Wexcide disinfectant solution and monitor
- Remove and replace broken ceiling tile in closet (FISH 512A)
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

### Physical Plant Operations:

- Evaluate HVAC for proper operation and repair as appropriate to increase temperature lower humidity level - **WORK ORDER EQ01318**