

Aston A. Henry, Director
Risk Management Department

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

October 27, 2014

Signature on File

TO: Irina Shearer, Principal
North Side Elementary School

FROM: Dan Meyer, 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 October 21, 2014, I conducted an assessment at **North Side 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, 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/tc
Enc.

IAQ Assessment

North Side Elementary

Evaluation Date October 21, 2014

Time of Day 9:45 AM

Outdoor Conditions Temperature 83.4 Relative Humidity 69.1 Ambient CO2 444

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
101	77.3	72 - 78	59.4	30% - 60%	555	MAX 700 > Ambient	1
Noticeable Odor		<input type="checkbox"/> Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		<input type="checkbox"/> No		<input type="checkbox"/> No		
Walls	Plaster/Tack Board		<input type="checkbox"/> Yes		<input type="checkbox"/> No		3' X 24'
Floor	12" x 12" Vinyl		<input type="checkbox"/> No		<input type="checkbox"/> No		
Ceiling Clean		<input type="checkbox"/> Yes	HVAC Supply Grills Clean		<input type="checkbox"/> Yes	HVAC Return Grills Clean	
Walls Clean		<input type="checkbox"/> Yes	Inside of Supply Duct Clean		<input type="checkbox"/> N/A	Inside of Return Duct Clean	
Flooring Clean		<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean		<input type="checkbox"/> Yes		
Room Surfaces Clean		<input type="checkbox"/> No					
Trash Removed		<input type="checkbox"/> Yes	Exhaust Fans Working		<input type="checkbox"/> Yes	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		<input type="checkbox"/> No	Drain Traps Wet		<input type="checkbox"/> Yes	Air Fresheners in Room	
Room Cluttered		<input type="checkbox"/> Yes	Food if Stored in Room is in Sealed Containers		<input type="checkbox"/> N/A		
Mechanical Equipment Location			In classroom HVAC unit			Mechanical Room Clean	
Filters Installed Properly		<input type="checkbox"/> No	Filters Clean		<input type="checkbox"/> Yes	Inside of HVAC Unit Clean	
Condensate Pan Clean		<input type="checkbox"/> Yes	Cooling Coil Clean		<input type="checkbox"/> Yes		
Fresh Air Intake Location			Thru exterior wall ▼			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			No ▼			<input type="checkbox"/> Yes	

Observations

Empty classroom - teacher relocated. A/C unit was off at switch due to empty classroom. Old Bldg odor. Water damage to plaster on North wall under the windows. 1 small ceiling tile missing and one broken tile. Old tiles above existing ceiling tiles need to be removed. Elevated surfaces need to be cleaned. Two carpets need to be cleaned. Remove pillows. Need to reduce clutter in classroom. A/C filters need to be installed

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean all surfaces	▼
Install proper filters, tape and date.	▼
Store items in plastic containers with lids	▼
Remove old ceiling tiles	▼
Thoroughly clean stained carpet	▼
	▼
See observations for additional information	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of water damage	▼
to wall material	▼
Remove and replace wall material as necessary	▼
Install new ceiling tile upon repair, cuts needed	▼
	▼
	▼
	▼
	▼

