

Aston A. Henry, Supervisor Risk Management Department

managing risk with responsibility

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April 13, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Chuck McCanna, Principal Nova Blanche Forman Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities and Construction Management	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 9, 2012, I conducted an assessment at **Nova Blanche Forman 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: Area Superintendent

Area Directors Shelley Meloni, Executive Director, Facilities and Construction Management Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities and Construction Management Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union Federation of Public Employees

RR/tc Enc.

	IAQ Assessi	ment		
Nova Blanche Forman Elen	mentary Evaluation Dat	te April 9, 2012	Time of Day 1	215
Outdoor Conditions Temperature	e 77.6 Relative	e Humidity 49.2	Ambient CO2 4	47
FishTemperatureRange1487372 - 78		Range CO % - 60% 882		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' x 4'WallsFolding PartitionFloor12" x 12" Vinyl	No No	No No		
Ceiling Clean No Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No N/A	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	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 N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Ro Filters Installed Properly Condensate Pan Clean	oof top not readily accessib Filters Clean Cooling Coil Clean		Mechanical Room Clean Inside of HVAC Unit Clean	
Fresh Air Intake Location		▼	Fresh Air Intake Free of Obstruction	
Observations				
Due to the dust on the ceiling adjace on filters, correct spacers, taping an		n replacing filters, mai	intain correct filter change	dates

Corrective Actions to be Completed by Site Based Staff

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Thoroughly clean all surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Remove and replace A/C filters	▼
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Corrective Actions to be Completed by PPO

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Clean HVAC supply drops	▼
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	IAQ Assessi	ment		
Nova Blanche Forman Ele	mentary Evaluation Dat	te April 9, 2012	Time of Day	1245
Outdoor Conditions Temperatur	re 77.6 Relative	e Humidity 49.2	Ambient CO2 4	47
FishTemperatureRange15073.172 - 78		Range CO % - 60% 120		ccupants 17
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' x 4'WallsFolding PartitionFloor12" x 12" Vinyl		No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces No	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	No N/A	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Clean	Grills Clean	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 N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No
Mechanical Equipment Location Ro	oof top not readily accessib	le	Mechanical Room Clean	
Filters Installed Properly Condensate Pan Clean	Filters Clean Cooling Coil Clean		Inside of HVAC Unit Clean	
Fresh Air Intake Location		▼ ▼	Fresh Air Intake Free of Obstruction	
Observations				

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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Clean HVAC supply drops	▼
Repair HVAC to reduce CO2 levels	▼
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	IAQ Assess	nent		
Nova Blanche Forman	Elementary Evaluation Date	e April 9, 2012	Time of Day 1	325
Outdoor Conditions Tempera	ature 77.6 Relative	Humidity 49.2	Ambient CO2 44	47
		Range CO ² % - 60% 1242		ccupants 17
Noticeable Odor No	Visible water damage / staining? No	Visible microbial growth?	Amount of material affected	
Walls Drywall Floor 12" x 12" Vinyl] <u>No</u>	No		
	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Νο	HVAC Return Grills Clean	No
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered Yes	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Bard like HVAC system in clas	ssroom	Mechanical Room Clean	N/A
Filters Installed Properly	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location	Behind Bard unit/Exterior wall	I V	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape	▼	Ur Obstruction	
Observations				
Excessive dust on horizontal window blinds Reset the Humidistat in return to normal %, currently set at 65%				
The HVAC system could not be a				

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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