

managing risk with responsibility

Aston A. Henry, Director
Risk Management Departmen

September 10, 2013

TO:

FROM:

SUBJECT:

 Telephone:
 754 321-1900

 Fax:
 754 321-1917

013	Signature on File	For Custodial Supervisor Use Only
Chuck McCanna, Prir Nova Blanche Forma	ncipal n Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
Richard Rosa, Project Risk Management De	5	
Indoor Air Quality (L	AQ) Assessment	

On August 21, 2013, 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 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 754-321-1907.

cc: Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, 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

RR/tc Enc.

	IAQ Assess	ment		
Nova Blanche Forman E	Elementary Evaluation Dat	te August 21, 2013	Time of Day	2:30
Outdoor Conditions Temperat	ture 85.8 Relative	e Humidity 78.2	Ambient CO2 42	25
FishTemperatureRan101D74.672 -		Range CO ³ % - 60% 731		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	N/a
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Νο		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	Yes	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	Not Accessible		Mechanical Room Clean	N/A
Filters Installed Properly N/A	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	Roof top	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	No	▼	of Obstruction	
Observations				
There is not an HVAC return grill occupied space.	there is a pass thru grill cu	t through the wall and	an HVAC return is in the a	ıdjacent_
101D is a clinic				

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills	▼
Clean restroom exhaust fan grill	▼
	▼
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	▼
	▼

Corrective Actions to be Completed by PPO

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