

Aston A. Henry, Director
Risk Management Department

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

October 20, 2014

Signature on File

TO: Chuck McCanna, Principal
Nova Blanche Forman Elementary School

FROM: Richard Rosa, 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 15, 2014, 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: 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

RR/tc
Enc.

IAQ Assessment

Nova Blanche Forman Elementary

Evaluation Date October 15, 2014

Time of Day 1:15

Outdoor Conditions Temperature 90.8 Relative Humidity 57.6 Ambient CO2 440

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
132	72.1	72 - 78	64.2	30% - 60%	755	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall/Tackboard		No		No		
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	No
Flooring Clean	Yes	Ceiling at Supply Grills Clean	No		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No	Drain Traps Wet	N/A	Air Fresheners in Room	No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Roof Top		Mechanical Room Clean	N/A
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean
Condensate Pan Clean	No	Cooling Coil Clean	No	No

Fresh Air Intake Location	Roof top ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

F-132/134 share the same rooftop HVAC unit
Live plants and aquariums were identified in the classroom. The instructor stated that mold growth is in cabinets, I instructed staff to open doors of the cabinets when leaving the classroom to allow air to circulate until the humidity has been adjusted properly. The instructor should remove contents of the cabinets to allow the facilities serviceperson staff to clean properly.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
Encourage occupant to reduce clutter	▼
and coordinate with facilities staff to clean room	▼
Clean ceilings around HVAC supply grills	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Evaluate fresh damper in the rooftop unit	▼
Clean return drop	▼
Clean dust build up in the return section/rooftop unit	▼
Evaluate cleaning the condensate pan	▼
Evaluate cleaning the HVAC coil	▼
	▼
	▼

IAQ Assessment

Nova Blanche Forman Elementary

Evaluation Date October 15, 2014

Time of Day 12:15

Outdoor Conditions Temperature 90.8 Relative Humidity 57.6 Ambient CO2 440

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
134	67.2	72 - 78	57.2	30% - 60%	754	MAX 700 > Ambient		
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		Yes		No		2 tiles < 2 sq ft	
Walls	Drywall/Tackboard		No		No			
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		No	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		No
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		No
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			Roof Top			Mechanical Room Clean		N/A
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		No
Condensate Pan Clean		No	Cooling Coil Clean		No			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			No ▼					

Observations

There was a new roof installed a few years ago. Recommended school staff replace the ceiling tiles and monitor and call in a work order if stains return. Repair HVAC unit due to humidity level in the classroom is similar to outdoor level. Contacted EMS and they adjusted the temperature level to 72 degrees, when I departed the classroom, the temperature was 70.7 degrees and the humidity was 64 %.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
Encourage occupant to reduce clutter	▼
and coordinate with facilities staff to clean room	▼
Remove Red construction paper from tackboard	▼
Shampoo the throw rug or remove from classroom	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set temperature to 72 - 78 degrees	▼
Evaluate fresh damper in the rooftop unit	▼
Clean return drop	▼
Clean dust build up in the return section/rooftop unit	▼
Evaluate cleaning the condensate pan	▼
Evaluate cleaning the HVAC coil	▼
	▼