

Aston A. Henry, Director
Risk Management Department

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

March 17, 2015 **Signature on File**

TO: Chuck McCanna, Principal
 Nova Blanche Forman Elementary

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
<hr/>	
<hr/>	

On March 16, 2015, 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 754-321-1900.

- 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/jj
Enc.

IAQ Assessment

Nova Blanche Forman Elementary

Evaluation Date March 16, 2015

Time of Day 10:30 AM

Outdoor Conditions Temperature 78.7 Relative Humidity 82.8 Ambient CO2 439

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
132	69.6	72 - 78	74.3	30% - 60%	712	MAX 700 > Ambient	2
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		No		No		6 sq ft	
2' X 4' Lay in		Drywall		12" x 12" Vinyl		glue	
Ceiling Clean		Walls Clean		Flooring Clean		Room Surfaces Clean	
Yes		No		No		Yes	
HVAC Supply Grills Clean		Inside of Supply Duct Clean		Ceiling at Supply Grills Clean		HVAC Return Grills Clean	
Yes		Yes		Yes		Yes	
Trash Removed		Signs of Pests		Room Cluttered		Exhaust Fans Working	
Yes		No		No		N/A	
Drain Traps Wet		Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room		Air Fresheners in Room	
N/A		N/A		No		No	
Mechanical Equipment Location				Mechanical Room Clean			
Roof Top				N/A			
Filters Installed Properly		Filters Clean		Condensate Pan Clean		Cooling Coil Clean	
N/A		N/A		N/A		N/A	
Fresh Air Intake Location				Fresh Air Intake Free of Obstruction			
Roof top				Yes			
Pollutant Sources Near Air Intake							
No							

Observations

HFSP will strip and wax the floor in F-132 over Spring Break. Evaluate the Roof Top Unit for normal operation. The HFSP says, " the HVAC Mechanic Ray from Maintenance states the unit isn't equipped with functioning dehumidification "

Corrective Actions to be Completed by Site Based Staff

Clean stained flooring	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Set Temperature to 72 - 78 degrees	▼
Evaluate cause of water damage and repair/replace	▼
Repair water damage on interior wall adjacent to exterior door	▼
Evaluate HVAC RTU for normal operation, Area AC	▼
Mechanic states unit can't dehumidify	▼
Repair/replace HVAC RTU unit	▼

IAQ Assessment

Nova Blanche Forman Elementary

Evaluation Date March 16, 2015

Time of Day 12:00 PM

Outdoor Conditions Temperature 78.7 Relative Humidity 82.8 Ambient CO2 439

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
854	74.1	72 - 78	70.3	30% - 60%	2154	MAX 700 > Ambient	33
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		Yes		No		2 ceiling tiles
Walls	Drywall		No		No		
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		No	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean	
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean	
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes	N/A	
Room Surfaces Clean		No					
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		Yes	Drain Traps Wet		N/A	Air Fresheners in Room	
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A	No	
Mechanical Equipment Location			Bard like HVAC system in classroom			Mechanical Room Clean	
Filters Installed Properly		Yes	Filters Clean		N/A	Inside of HVAC Unit Clean	
Condensate Pan Clean		N/A	Cooling Coil Clean		N/A	N/A	
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			No ▼			Yes	

Observations

Corrective Actions to be Completed by Site Based Staff

Cause of stained ceiling tiles has been repaired	▼
Replace stained ceiling tiles	▼
Clean dust buildup on horizontal surfaces	▼
Vacuum/wipe return grill	▼
Call work order for pest control, possible infestation above drop ceiling	▼
Plug up any hole entering into the drop ceiling	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Adjust humidistat behind the return grill	▼
Repair HVAC to reduce CO2 level in classroom	▼
Evaluate the exterior door weatherstripping	▼
Replace weather stripping if necessary	▼
	▼
	▼
	▼

IAQ Assessment

Nova Blanche Forman Elementary

Evaluation Date March 16, 2015

Time of Day 12:30 PM

Outdoor Conditions Temperature 78.7 Relative Humidity 82.8 Ambient CO2 439

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
855	73.4	72 - 78	91.1	30% - 60%	484	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		No		No		
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Flooring Clean	No	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	Bard like HVAC system in classroom		Mechanical Room Clean	N/A	
Filters Installed Properly	Yes	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 of Obstruction	Yes
Pollutant Sources Near Air Intake	No ▼		

Observations

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean and sanitize flooring	▼
Clean HVAC supply grills with Wexcide	▼
Clean dust buildup on horizontal surfaces	▼
Vacuum/wipe return grill	▼
Clean dust from ceiling adjacent to supply vents	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to Reduce Humidity Levels	▼
Adjust humidistat behind the return grill	▼
The HVAC fan appears to operate without the compressor operating	▼
	▼
	▼
	▼