

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

 Telephone:
 754 321-1900

 Fax:
 754 321-1917

February 12,	2014 Signature on File	For Custodial Supervisor Use Only
TO:	Michelle Garcia, Principal Oakland Park Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On February 5, 2014, I conducted an assessment at **Oakland Park 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, 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

RK/tc Enc.

IAQ Assessment						
Oakland Park	Elementary Evaluation Dat	e February 5, 2014	Time of Day	1:30		
Outdoor Conditions Temper	ature 83.6 Relative	Humidity 65.4	Ambient CO2 5	07		
		Range CO ² % - 60% 1356		22		
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No No No	No No				
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes		
Room Surfaces No	Ceiling at Supply Grills Clean	Νο				
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		Yes	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A		
Condensate Pan Clean	Cooling Coil Clean	N/A				
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of Room None	▼	Fresh Air Intake Free of Obstruction	Yes		
Observations Dust on surfaces - Dust build up on HVAC supply and return grills and ceiling at supply grills - CO2 slightly elevated						

Corrective Actions to be Completed by Site Based Staff

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Thoroughly clean horizontal surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
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Corrective Actions to be Completed by PPO

Repair HVA	AC to reduce CO2	▼
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