

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

 Telephone:
 754 321-1900

 Fax:
 754 321-1917

May 9, 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 May 8, 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 Assess	sment		
Oakland	Park Elementary Evaluation Da	ate May 8, 2014	Time of Day 3	30
Outdoor Conditions Ter	mperature 88.3 Relativ	ve Humidity 52.3	Ambient CO2 37	6
FishTemperature130472.3	·······	Range CO ² 0% - 60% 663		cupants 4
Noticeable Odor No Ceiling 2' X 4' Lay in Walls Drywall	Staining?	Visible microbial growth? No No	Amount of material affected 2 tiles - 1 sq ft total	
Floor 12" x 12" Vinyl	No	No		
Ceiling CleanYesWalls CleanYesFlooring CleanNoRoom SurfacesNoCleanNo	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes No	HVAC Return Grills Clean Inside of Return Duct Clean	Yes Yes
CleanTrash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Loca	ation Bard Unit in Room		Mechanical Room Clean	N/A
Filters Installed Properly	Yes Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A 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 and debris on surfaces - debris on materials around air conditioner where ceiling tiles recently replaced (FSP stated two tiles replaced earlier today) - Dust build up on HVAC supply grills and ceiling at supply grills - Dust, debris and staining on floor tile - 2 stained ceiling tiles on window wall in corner opposite air conditioning unit - room cluttered, boxes, papers, books on all surfaces (makes it hard to properly clean the room)

Corrective Actions to be Completed by Site Based Staff

i	
Remove and replace stained ceiling tiles	▼
If stains return, contact COMPASS for work order	▼
Thoroughly clean horizontal surfaces	▼
Encourage occupant to reduce clutter	▼
Clean ceiling around HVAC supply grills	▼
Clean HVAC supply grills with Wexcide	▼
Thoroughly clean and sanitize flooring	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling	▼
tiles at A/C unit and along window wall	▼
	▼
	▼
	▼
	▼
	▼
	▼

	IAQ Assess	ment		
Oakland Park	Elementary Evaluation Date	May 8, 2014	Time of Day	3:30
Outdoor Conditions Tempera	ature 88.3 Relative	Humidity 52.3	Ambient CO2 3	76
		Range CO % - 60% 454		ccupants 2
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	HVAC Supply Grills Clean	Νο	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Bard Unit in Room		Mechanical Room Clean	N/A
Filters Installed Properly	s Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location Pollutant Sources Near Air	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Intake				
Observations Dust and debris on surfaces - D	ust build up on HVAC supply g	rills and ceiling at sup	pl <u>y g</u> rills	

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
Clean HVAC supply grills with Wexcide	▼
Clean ceiling around HVAC supply grills	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

▼
▼
▼
▼
▼
▼
▼
▼