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Risk Management Department

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May 21, 2014

Signature on File

TO: Michelle Garcia, Principal  
**Oakland Park Elementary School**

FROM: Robert Krickovich, Coordinator I, LEA  
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 May 16, 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 Date May 16, 2014

Time of Day 11:00

Outdoor Conditions Temperature 76.8

Relative Humidity 79.4

Ambient CO2 433

|                               |             |                                   |                   |  |                 |   |             |
|-------------------------------|-------------|-----------------------------------|-------------------|--|-----------------|---|-------------|
| Fish                          | Temperature | Range                             | Relative Humidity | Range  | CO <sup>2</sup> | Range                                   | # Occupants |
| 202                           | 67.4        | 72 - 78                           | 59.2              | 30% - 60%                                      | 457             | MAX 700 > Ambient                       | 2           |
| Noticeable Odor               |             | Visible water damage / staining?  |                   | Visible microbial growth?                      |                 | Amount of material affected             |             |
| Ceiling                       |             | Walls                             |                   | Floor  |                 |   |             |
| No                            |             | Yes                               |                   | No   |                 | 3 Stained                               |             |
| 2' X 4' Lay in                |             | No                                |                   | Yes  |                 | Spotty on Soffit @ Supply               |             |
| Drywall                       |             | No                                |                   | No   |                 |   |             |
| Carpet                        |             | No                                |                   | No   |                 |   |             |
| Ceiling Clean                 |             | Walls Clean                       |                   | Flooring Clean                                 |                 | Room Surfaces Clean                     |             |
| Yes                           |             | No                                |                   | Yes  |                 | No                                      |             |
| HVAC Supply Grills Clean      |             | Inside of Supply Duct Clean       |                   | Ceiling at Supply Grills Clean                 |                 | HVAC Return Grills Clean                |             |
| No                            |             | Yes                               |                   | No   |                 | No                                      |             |
| Exhaust Fans Working          |             | Drain Traps Wet                   |                   | Food if Stored in Room is in Sealed Containers |                 | Unapproved Chemicals / Cleaners in Room |             |
| Yes                           |             | No                                |                   | N/A  |                 | No                                      |             |
| Signs of Pests                |             | Room Cluttered                    |                   |  |                 | Air Fresheners in Room                  |             |
| No                            |             | No                                |                   | N/A  |                 | No                                      |             |
| Mechanical Equipment Location |             | Filters Installed Properly        |                   | Condensate Pan Clean                           |                 | Mechanical Room Clean                   |             |
| FISH 209                      |             | Yes                               |                   | No   |                 | Yes                                     |             |
| Filters Clean                 |             | Cooling Coil Clean                |                   |  |                 | Inside of HVAC Unit Clean               |             |
| Yes                           |             | No                                |                   |  |                 | Yes                                     |             |
| Fresh Air Intake Location     |             | Pollutant Sources Near Air Intake |                   |  |                 | Fresh Air Intake Free of Obstruction    |             |
| Outside of Room               |             | Road & trees                      |                   |  |                 | Yes                                     |             |

**Observations**

**Media Center - 3 stained ceiling tiles (one in center of main high ceiling - two in NE corner by return grill) - Water staining on plastic ceiling panels over main media center desk - Room too cold - Heavy dust on all shelves and books - Spotty microbial growth on walls around HVAC supply grills on HVAC soffit**

- Corrective Actions to be Completed by Site Based Staff**
- |  |   |
|--|---|
| Thoroughly clean ALL surfaces          | ▼ |
| Clean walls around HVAC supply grills  | ▼ |
| Thoroughly clean all books and shelves | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |

- Corrective Actions to be Completed by PPO**
- |  |   |
|--|---|
| Set temperature to 72 - 78 degrees   | ▼ |
| Evaluate and repair cause of stained ceiling tiles                                 | ▼ |
| Remove and replace stained ceiling tiles   | ▼ |
| Repair cause of water stains over media desk                                       | ▼ |
| After walls are cleaned, paint around HVAC supply grills with anti-microbial paint | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |

# IAQ Assessment

Oakland Park Elementary

Evaluation Date May 16, 2014

Time of Day 11:00

Outdoor Conditions Temperature 76.8

Relative Humidity 79.4

Ambient CO2 433

|                                   |                   |  |                                  |           |   |                                      |                             |
|-----------------------------------|-------------------|--|----------------------------------|-----------|---|--------------------------------------|-----------------------------|
| Fish                              | Temperature       | Range  | Relative Humidity                | Range     | CO <sup>2</sup>                         | Range                                | # Occupants                 |
| 602                               | 72.8              | 72 - 78  | 55.3                             | 30% - 60% | 780                                     | MAX 700 > Ambient                    | 27                          |
| Noticeable Odor                   |                   | No   | Visible water damage / staining? |           | Visible microbial growth?               |                                      | Amount of material affected |
| Ceiling                           | Wood              | No   | No                               |           | No                                      |                                      |                             |
| Walls                             | Plaster           | No   | No                               |           | No                                      |                                      |                             |
| Floor                             | Wood              | No   | No                               |           | No                                      |                                      |                             |
| Ceiling Clean                     | Yes               | HVAC Supply Grills Clean                       |                                  | No        | HVAC Return Grills Clean                |                                      | N/a                         |
| Walls Clean                       | No                | Inside of Supply Duct Clean                    |                                  | N/A       | Inside of Return Duct Clean             |                                      | N/A                         |
| Flooring Clean                    | No                | Ceiling at Supply Grills Clean                 |                                  | N/a       |   |                                      |                             |
| Room Surfaces Clean               | No                |  |                                  |           |   |                                      |                             |
| Trash Removed                     | Yes               | Exhaust Fans Working                           |                                  | Yes       | Unapproved Chemicals / Cleaners in Room |                                      | No                          |
| Signs of Pests                    | No                | Drain Traps Wet                                |                                  | Yes       | Air Fresheners in Room                  |                                      | No                          |
| Room Cluttered                    | Yes               | Food if Stored in Room is in Sealed Containers |                                  | N/A       |   |                                      |                             |
| Mechanical Equipment Location     | Above 602A & 602C |  |                                  |           |   | 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         | Unknown ▼         |  |                                  |           |   | Fresh Air Intake Free of Obstruction | N/A                         |
| Pollutant Sources Near Air Intake | N/A ▼             |  |                                  |           |   |                                      |                             |

**Observations**

Stage 602 - Auditorium door blocked open - Stage and 602A & 602C very cluttered - heavy dust and debris in all rooms- dust and debris on floors - dust on walls - Dust build up on HVAC supply grills - Exhaust fans back of stage have water stains running down interior walls under fans - Minor microbial growth on back side of door to room 602A - Minor microbial growth on plaster wall and wood base board in 602A (no A/C in room 602A) -

**Corrective Actions to be Completed by Site Based Staff**

|  |   |
|--|---|
| Thoroughly clean ALL surfaces                        | ▼ |
| Encourage occupant to reduce clutter                 | ▼ |
| HVAC must be left on set for 75 degrees at all times | ▼ |
| Clean HVAC supply grills with Wexcide                | ▼ |
| Ensure doors and windows remain closed               | ▼ |
| Clean all wall surfaces in 602 and 602A              | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |

**Corrective Actions to be Completed by PPO**

|  |   |
|--|---|
| Repair cause of water staining under exhaust fans        | ▼ |
| Remove / replace door to 602A                            | ▼ |
| Remove / Replace wood base with microbial growth in 602A | ▼ |
| Paint walls in 602A with anti microbial paint            | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |