

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departmen	t

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August 6, 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 July 31, 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, 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

RK/tc Enc.

	IAQ Assessi	nent		
Oakland Park I	Elementary Evaluation Dat	e July 31, 2014	Time of Day	:30
Outdoor Conditions Tempera	ture 89.8 Relative	Humidity 66.4	Ambient CO2 4	55
		Range CO % - 60% 430		2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywall	Yes	No	2 tiles	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	Yes	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	Bard Q-Tec 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	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Trees / Bushes	▼	or obstruction	
Observations				
One stained ceiling tile each side	of HVAC Unit			

Corrective Actions to be Completed by Site Based Staff

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▼
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Corrective Actions to be Completed by PPO

Repair HVAC unit on floor above to stop	▼
condensate from dripping onto ceiling tiles	▼
	▼
Replace stained ceiling tiles	▼
	▼
	▼
	▼
	▼

	IAQ Assessr	ment		
Oakland Park	k Elementary Evaluation Dat	e July 31, 2014	Time of Day	1:30
Outdoor Conditions Temper	rature 89.8 Relative	Humidity 66.4	Ambient CO2 4	55
		Range CO % - 60% 424		ccupants 2
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	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	Bard Q-Tec in room		Mechanical Room Clean	N/A
Filters Installed Properly Ye	S Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	A Cooling Coil Clean	N/A		
Fresh Air Intake Location	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	None	▼		
Observations				
Minor microbial growth inside o rooms.	of student desks on plastic botto	oms - room feels warı	m and damp compared to	other

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Evaluate and repair HVAC system as needed	▼
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	IAQ Assess	nent		
Oakland Park	Elementary Evaluation Dat	e July 31, 2014	Time of Day	1:30
Outdoor Conditions Tempera	ature 89.8 Relative	Humidity 66.4	Ambient CO2 4	55
		Range CO ² % - 60% 432		ccupants 2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	Yes	No	1 tile by window	
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	Bard Q-Tec 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	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Trees	▼		
Observations				
One tile in center of window ren stained	noved due to roof leak, may be	from roof scupper abo	ove window - back of thro	w rug

Corrective Actions to be Completed by Site Based Staff

Replace throw rug in room	▼
Remove and replace stained ceiling tiles	▼
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Corrective Actions to be Completed by PPO

Advised 8-5-14 by District roofing that repairs are	▼
completed	▼
	▼
	▼
	▼
	▼
	▼
	▼