

managing risk with responsibility

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October 8, 201	2 Signature on File	For Custodial Supervisor Use Only
TO:	Debra Friedman, Principal Oakridge Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On October 5, 2012, I conducted an assessment at **Oakridge 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: Directors, School Performance & Accountability Shelley Meloni, Executive Director, Facilities Design and Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

Oakridge Elementary Evaluation Date October 5, 2012	Time of Day 1:45
Outdoor Conditions Temperature 81.6 Relative Humidity 86.2	Ambient CO2 446
FishTemperatureRangeRelative HumidityRange CO^2 30571.272 - 7848.230% - 60%775	Range# OccupantsMAX 700 >0Ambient0
Noticeable Odor No Visible water damage / staining? Visible microbial growth?	Amount of material affected
Ceiling 2' x 4' Yes No No Walls Drywall No No Image: Carpet / VCT Image: Carpet / VCT	two teacup size stains<1 sq ft
Ceiling CleanNoHVAC Supply Grills CleanYesWalls CleanYesInside of Supply Duct CleanYesFlooring CleanYesCeiling at Supply Grills CleanYesRoom Surfaces 	HVAC Return Grills Clean Yes Inside of Return Duct Clean Yes
	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room
	Mechanical Room Clean No side of HVAC Unit Clean Yes
Fresh Air Intake LocationThru exterior wallPollutant Sources Near Air IntakeNo	Fresh Air Intake Free Yes Yes
Observations Two tea cup size stains on ceiling tiles located adjacent to the mirrored windows. HFSP new and the stains are old and he will replace the tiles and monitor. Evaluate the weather	•

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills	▼
Remove and replace stained ceiling tiles	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

· · · · · ·	
Evaluate and repair cause of stained ceiling tiles	▼
Evaluate the HVAC coil	▼
Evaluate weather stripping (West door)	▼
	▼
	▼
	▼
	▼
	▼

	IAQ Assessr	ment		
Oakridge	Elementary Evaluation Dat	e October 5, 2012	Time of Day	1:00
Outdoor Conditions Tempera	ature 81.6 Relative	Humidity 86.2	Ambient CO2 4	46
		Range CO % - 60% 118		20
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling Homasote] No	No		
Walls Drywall	No	No		
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	N/A	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	N/A		
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Bard like HVAC system in clas	ssroom	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	Behind Bard unit/Exterior wal	I V	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape ▼		of Obstruction	
Observations				
8 bean bag chairs				
Dust on exhaust fan in restroom				
Damaged floor by West door (NC 62.7% humidity & 74.4 degrees a				
57.3% humidity & 76.8 degrees a				

Corrective Actions to be Completed by Site Based Staff

Clean dust from exhaust fan in restroom	▼
Contact COMPASS to generate a work order to	▼
evaluate floor and repair	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼