

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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September 8	, 2014 Signature on File	For Custodial Supervisor Use Only
TO:	Debra Friedman, Principal <b>Oakridge Elementary School</b>	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 27, 2014, 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: 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

RR/tc Enc.

IAQ Assessment							
Oakridge Elem	entary Evaluation Dat	e August 27, 2014	Time of Day 10:00	)			
Outdoor Conditions Temperature	87.2 Relative	Humidity 61.7	Ambient CO2 402				
Fish         Temperature         Range           103         71.7         72 - 78	45.0	Range         CO <sup>2</sup> % - 60%         595	Range # Occup MAX 700 > Ambient	pants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling12"x12"WallsWood PanelingFloor12" x 12" Vinyl	No No	No No					
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No		No N/A			
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes Signs of Pests No	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests   No     Room Cluttered   No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners II	No			
Mechanical Equipment Location FIS	H 104B		Mechanical Room Clean	Yes			
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Clean Yes	Cooling Coil Clean	Yes					
Fresh Air Intake LocationRocPollutant Sources Near AirNoIntakeNo	of top	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes			
Observations Clean all supply drops associated wi	th exposed ductwork from	air handler unit locate	ed in F-104B. administration a	area.			
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This is a suspended metal supply duct hanging below the drop ceiling. Case of soda in the office closet (103) exploded and covered all contents. Microbial growth was visible. Throw out all cardboard products and wipe down all flat surfaces with Wexcide. Remove 3 one gallon paint cans from closet. Remove all soil potted plants from office.

Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

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Clean all supply drops	▼
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