

Aston A. Henry, Supervisor Risk Management Department

managing risk with responsibility

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July 23, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Zaida Prendes, Principal Orange Brook Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Department/Division	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On July 18, 2012, I conducted an assessment at **Orange Brook 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 Department/Division Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities Department/Division Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union Federation of Public Employees

RR/tc Enc.

	IAQ Assessr	nent					
Orange Brook	Elementary Evaluation Date	e July 18, 2012	Time of Day	2:00			
Outdoor Conditions Temper	ature 91 Relative	Humidity 52.7	Ambient CO2 4	23			
		Range CO % - 60% 471		cupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' x 4'	No	No					
Walls Drywall	No	Νο					
Floor Carpet	No	No					
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes			
Clean	Grills Clean	103					
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No			
Mechanical Equipment Location FISH 1601M Mechanical Room Clean Yes							
Filters Installed Properly		Yes	Inside of HVAC Unit Clean	Yes			
Condensate Pan Clean Ye	s Cooling Coil Clean	No					
Fresh Air Intake Location Pollutant Sources Near Air Intake	Over top of exterior mechanic Student Drop Off Drive	al room door ▼ ▼	Fresh Air Intake Free of Obstruction	No			
Observations							
The carpet has been recently shampooed and per the moisture check device is thoroughly dry. The coils need cleaning in 1601M, there are two units in the room. The unit that feeds the office area is directly in front							

of the door not the unit on the right. The fan belt/bearing is also squeaking on this unit.

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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