

December 21, 2012

managing risk with responsibility

Aston A. Henry, Supervisor Telephone: 754 321-1900 Risk Management Department Fax: 754 321-1917

Signature on File

TO: Zaida Prendes, Principal

Orange Brook Elementary School

FROM: Richard Rosa, Project Manager

Facilities Department/Division

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only					
	Custodial Issues Addressed				
	Custodial Issues Not Addressed				
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On December 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 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.

IAQ Assessment

Orange Brook Elementary Eval	uation Date
Outdoor Conditions Temperature 76.1	Relative Humidity 75.7 Ambient CO2 722
Fish Temperature Range Relative Hum 1629 75.3 72 - 78 68.4	nidity Range CO ² Range # Occupants 30% - 60% MAX 700 > Ambient
Noticeable Odor No Visible water da staining? Ceiling 2' x 4' No Walls Drywall No Floor 12" x 12" Vinyl No Ceiling Clean Yes Grills Cle	growth? material affected No No No HVAC Return
Walls Clean Flooring Clean Room Surfaces Clean Yes Inside of Duct Clean Ceiling a Grills Clean	t Supply
Trash Removed Yes Exhaust Fans Signs of Pests No Drain To Room Cluttered Yes Food if Stored in in Sealed Contain	raps Wet N/A Air Fresheners I Room is in Room
Mechanical Equipment Location FISH 1663 Filters Installed Properly Yes Filter Condensate Pan Clean Yes Cooling Co	Mechanical Room Clean Yes rs Clean Yes Inside of HVAC Unit Clean Yes oil Clean Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake Thru exterior wall Student Drop Off Dri	Fresh Air Intake Free of Obstruction Yes
Observations I spoke to the instructor of the classroom and the HFS and clean properly.	SP explaining the need to schedule a time to remove the clutter
Corrective Actions to be Completed by Site Based Standard Thoroughly clean horizontal surfaces Clean cobwebs from low corners Encourage occupant to reduce clutter	aff Corrective Actions to be Completed by PPO Repair HVAC to reduce humidity level ▼ ▼ ▼ ▼ ▼ ▼ ▼
	▼ ▼ ▼ ▼

IAQ Assessment

Orange Brook Elementary Eva	aluation Date December 18, 2012 Time of Day 10:30								
Outdoor Conditions Temperature 76.1	Relative Humidity 75.7 Ambient CO2 722								
Fish Temperature Range Relative Hu 1729 72.5 72 - 78 70.2	midity Range CO ² Range # Occupants 30% - 60% MAX 700 > Ambient								
Noticeable Odor No Visible water d									
Ceiling 2' x 4' No	No								
Walls Drywall No	No								
Floor 12" x 12" Vinyl No	No								
Ceiling Clean Yes HVAC S Grills Cl									
	of Supply Inside of Return Yes Duct Clean								
Room Surfaces No Ceiling Clean Grills C	at Supply Clean Yes								
Trash Removed Yes Exhaust Fans	s Working Yes Unapproved Chemicals / No No								
Signs of Pests No Drain	Traps Wet N/A								
Room Cluttered Yes Food if Stored i in Sealed Conta									
Mechanical Equipment Location FISH 1661 Mechanical Room Clean									
Filters Installed Properly Yes Filter	ers Clean Yes Inside of HVAC Unit Clean Yes								
Condensate Pan Clean Yes Cooling Coil Clean Yes									
Fresh Air Intake Location Thru exterior wall	Fresh Air Intake Free								
Pollutant Sources Near Air Intake Student Drop Off D	oi Obstruction ——								
Observations									
Unit # 13 in air handler room F-1661. I spoke to the instructor of the classroom and the HF and clean properly. 5 small live plants in soil were or	FSP explaining the need to schedule a time to remove the clutter n the window sill.								
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO									
Thoroughly clean horizontal surfaces	Repair HVAC to reduce humidity level								
Encourage occupant to reduce clutter Remove plants-Soil is a source of microbial growth	 								
Remove plants-oon is a source of inicropial growth	 								
	▼ ▼								
	▼ ▼								

IAQ Assessment

Orange I	Brook Elementa	ary Evaluatio r	December December	er 18, 2012	Time of Day 1	0:00	
Outdoor Conditions Te	mperature	76.1 Rela	ative Humidity [75.7	Ambient CO2 7	22	
Fish Temperature 1735 72.5	Range 72 - 78	Relative Humidity 72.3	Range 30% - 60%	722		ccupants	
Noticeable Odor No	, v	isible water damage staining?	/ Visible m grow		Amount of material affected		
Ceiling 2' x 4'		No	No)			
Walls Drywall		No	No				
Floor 12" x 12" Viny		No	No				
Ceiling Clean Yes Walls Clean Yes		HVAC Supply Grills Clean	Yes		HVAC Return Grills Clean	Yes	
Flooring Clean Yes		Inside of Supp Duct Clean	ly Yes		Inside of Return Duct Clean	Yes	
Room Surfaces No Clean		Ceiling at Supp Grills Clean	Yes				
Trash Removed Yes		Exhaust Fans Worki			Unapproved Chemicals / Cleaners in Room	No	
Signs of Pests No Room Cluttered Yes		Drain Traps V ood if Stored in Roon Sealed Containers			Air Fresheners in Room	No	
Mechanical Equipment Loc		Mechanical Room Clean	Yes				
Filters Installed Properly	Yes	Filters Clea			Inside of HVAC Unit Clean	Yes	
Condensate Pan Clean	Yes	Cooling Coil Cle	an Yes				
Fresh Air Intake Location				▼	Fresh Air Intake Free of Obstruction	Yes	
Pollutant Sources Near Air Intake Student Drop Off Drive ▼							
Observations							
Unit # 13 in air handler roo I spoke to the instructor of and clean properly. A wind windows closed at all time	the classroon	at the time of the a					
Corrective Actions to be C	`ompleted by	Sita Basad Staff	0	otivo A -4! -	mo to be Commisted by D	20	
Corrective Actions to be Completed by Site Based Staff Thoroughly clean horizontal surfaces ▼ Corrective Actions to be Completed by PPO Repair HVAC to reduce humidity level ▼							
Encourage occupant to reduce clutter						•	
Ensure doors and windows remain closed ▼							
		▼					
		▼					