

# RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Supervisor  
Risk Management Department

Telephone: 754 321-1900  
Fax: 754 321-1917

December 21, 2012

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

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	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.





