

managing risk with responsibility

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January 22, 2013

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 January 17, 2013, 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	luation Date January 17, 2013 Time of Day 10:30		
Outdoor Conditions Temperature 77.3	Relative Humidity 77.1 Ambient CO2 428		
Fish Temperature Range Relative Hum 1707 71.4 72 - 78 65.7	nidity Range CO ² Range # Occupants 30% - 60% 911 MAX 700 > Ambient		
Noticeable Odor No Visible water da staining?	growth? material affected		
Ceiling 2' x 4' No Walls Drywall No Floor 12" x 12" Vinyl No	No No No		
Ceiling Clean No HVAC Su Grills Clean Yes Inside of Duct Clean	Supply Ves Inside of Return		
Room Surfaces No Ceiling a Grills Clean			
Trash Removed Yes Exhaust Fans Signs of Pests Yes Drain To Room Cluttered No Food if Stored in in Sealed Contain	Cleaners in Room No No No No No No No No No		
Mechanical Equipment Location FISH 1704 Filters Installed Properly Yes Filter Condensate Pan Clean Yes Cooling Co	Mechanical Room Clean No rs Clean No Inside of HVAC Unit Clean Yes oil Clean Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake Roof top No	Fresh Air Intake Free of Obstruction		
Observations Dead insects are visible on the window sills, clean appropriately. The restroom exhaust fan needs cleaning. The mechanical room floor needs to be swept.			
Corrective Actions to be Completed by Site Based St			
Clean dust from ceiling tiles or replace Thoroughly clean horizontal surfaces Clean HVAC supply grills with Wexcide Sweep floor in the mechanical room	Repair HVAC to reduce humidity level Repair HVAC to reduce humidity level V		
Monitor insects by windows and treat if necessary	V V V		