

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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November 1	9, 2013 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 Risk Management Department			
SUBJECT:	Indoor Air Quality (IAQ) Assessment			

On November 13, 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: Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, 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 Assess	nent		
Orange Brook	Elementary Evaluation Dat	e November 13, 2013	Time of Day 1	0:30
Outdoor Conditions Tempera	ature 76.6 Relative	Humidity 63.3	Ambient CO2 4	43
		Range CO ² % - 60% 1011		ccupants 34
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' x 4'WallsDrywallFloorCarpet	No No No	No No No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered Yes	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH 1601M AHU # 6		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 Location Pollutant Sources Near Air Intake	Thru exterior wall Student Drop Off Drive	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
1603 is the media center Heavy dust on horizontal surfac Advised the HFSP to coordinate The room gets very warm in the	a cleaning procedure with med			

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Install appropriate filter spacer in HVAC	▼
Set temperature to 72 - 78 degrees	▼
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	▼
	▼

	IAQ Assess	ment		
Orange Brook	Elementary Evaluation Date	te November 13, 2013	3 Time of Day 1	1:15
Outdoor Conditions Tempera	ature 76.6 Relative	e Humidity 63.3	Ambient CO2 4	43
		Range CO % - 60% 669		ccupants 34
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' x 4'WallsDrywallFloorCarpet	No No No	No No No		
Ceiling CleanNoWalls CleanYesFlooring CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	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 Filters Installed Properly Yes Condensate Pan Clean Yes	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Student Drop Off Drive	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations 1609 is the music room Heavy dust on horizontal surfac Advised the HFSP to coordinate The instructor would like to kee students.	a cleaning procedure with me	•	ets warmer with all the mu	sic

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Install appropriate filter spacer in HVAC	▼
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