

managing risk with responsibility

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November 2	0, 2012 Signature on F	ile <u>For Custodial Supervisor Use Only</u>
TO:	Dorothy Cain, Principal Palm Cove Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On November 7, 2012, I conducted an assessment at **Palm Cove 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 Asse	ssment		
Palm	Cove Elementary Evaluation	Date November 7, 2012	Time of Day 1	0:45
Outdoor Conditions Ten	nperature 73.2 Rela	tive Humidity 48.3	Ambient CO2 4	17
FishTemperature62169.8	RangeRelative Humidity72 - 7857.1	Range CO 30% - 60% 1260		ccupants 18
Noticeable OdorNoCeiling2' x 2' / 2' x 4'WallsDrywall/TackboaFloor12" x 12" Vinyl	ard No	v Visible microbial growth? No No	Amount of material affected	
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom Surfaces CleanNo	HVAC Supply Grills Clean Inside of Suppl Duct Clean Ceiling at Supp Grills Clean	res	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Workir Drain Traps W Food if Stored in Room in Sealed Containers	let N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No
Mechanical Equipment Loca Filters Installed Properly Condensate Pan Clean	ation FISH 620 Yes Filters Clea Yes Cooling Coil Clea		Mechanical Room Clean Inside of HVAC Unit Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Exterior corridor No	▼	Fresh Air Intake Free of Obstruction	Yes

Observations

The room is cluttered with classroom learning materials in areas. In those areas, there is dust build up. I advocated that we (Instructor and HFSP) must work together and come up with a schedule to clean properly in those cluttered areas. Also I requested the HFSP to wipe down visible microbial growth from the inside of the instructors desk drawers. The instructor will remove her personal belongings. I requested the HFSP to clean the restroom exhaust grill. I urge PPO to evaluate the HVAC system for proper operation, though the humidity is under our normal threshold, it is slightly elevated in contrast with the outside humidity level.

Corrective Actions to be Completed by Site Based Staff

Clean cobwebs from low corners	▼
Clean dust from ceiling tiles or replace	▼
Clean restroom exhaust fan grill	▼
Room too cluttered to clean properly	▼
Encourage occupant to reduce clutter	▼
to assist with cleaning efforts	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set temperature to 72 - 78 degrees	▼
Repair HVAC to reduce CO2 levels	▼
	▼
	▼
	▼
	▼
	▼