

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

November 19, 2013

TO:

FROM:

SUBJECT:

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

013	Signature on File	For Custodial Supervisor Use Only
Dorothy Cain, Principal Palm Cove Elementary School		Custodial Issues Addressed Custodial Issues Not Addressed
	Project Manager nent Department	
Indoor Air Qu	ality (IAQ) Assessment	

On November 7, 2013, 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.

Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction cc: 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	ment		
Palm Cove Eler	mentary Evaluation Dat	November 7, 2013	3 Time of Day	9:00
Outdoor Conditions Temperature	e 77.5 Relative	e Humidity 79	Ambient CO2 4	43
FishTemperatureRange6186972 - 78		Range CC % - 60% 48		ccupants
Noticeable Odor	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2'x2 / 2'x4'WallsDrywall/TackboardFloor12" x 12" Vinyl	No No	No No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Clean	Grills Clean	Yes		
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location FI	SH 619		Mechanical Room Clean	Yes
Filters Installed ProperlyYesCondensate Pan CleanYes	Filters Clean Cooling Coil Clean	Yes	Inside of HVAC Unit Clean	Yes
Fresh Air Intake Location Ex Pollutant Sources Near Air No	terior corridor	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				

Corrective Actions to be Completed by Site Based Staff

Clean restroom exhaust fan grill	▼
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	▼
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Corrective Actions to be Completed by PPO

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