

managing risk with responsibility

Aston A.	Henry,	Dire	ctor	
Risk Mar	nagemei	nt De	partme	nt

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August 19, 2	014 Signature on File	For Custodial Supervisor Use Only
TO:	Robert Gibson, Principal Palmview Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 14, 2014, I conducted an assessment at **Palmview 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, Executive Director, 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

DM/tc Enc.

	IAQ Assess	ment		
Palmview	Elementary Evaluation Dat	te August 14, 2014	Time of Day 10:45 AM	
Outdoor Conditions Tempera	ature 89.4 Relative	e Humidity 67.7	Ambient CO2 450	
		Range CO ² % - 60% 470	Range # Occupar MAX 700 > Ambient	nts
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
CeilingPlasterWallsDrywallFloor12" x 12" Vinyl	No No No	No Yes No	Spotty	
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean Yes	3
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	5
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	,
Signs of PestsNoRoom ClutteredN/A	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners No in Room	<u>_</u>
Mechanical Equipment Location	FISH		Mechanical Room Clean Yes	5
Filters Installed Properly Yes	S Filters Clean	Yes	Inside of HVAC Unit Clean Yes	3
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top No	▼	Fresh Air Intake Free Yes	*
Observations				
Temperature and humidity are c Spotty microbial growth has bee		states the hallways are	e very humid each morning.	

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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Evaluate HVAC system for proper operation:	▼
sequence of operation: controls and outside air.	▼
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	IAQ Assessi	ment		
Palmviev	v Elementary Evaluation Dat	e August 14, 2014	Time of Day 10:	45 AM
Outdoor Conditions Temper	rature 89.4 Relative	Humidity 67.7	Ambient CO2 4	50
		Range CO ² % - 60% 470		cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
CeilingPlasterWallsDrywallFloor12" x 12" Vinyl	No No No	No Yes No	Spotty	
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	Yes	HVAC Return Grills Clean Inside of Return	Yes
Flooring Clean Yes Room Surfaces Yes Clean	Duct Clean Ceiling at Supply Grills Clean	Yes	Duct Clean	Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredN/A	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location		N/A Yes	Mechanical Room Clean	Yes Yes
Condensate Pan Clean Ye	s Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				<u></u>
Temperature and humidity are of Spotty microbial growth has be	currently good. Head custodian en wiped off the walls.	states the hallways ar	e very humid each mornir	ng

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Evaluate HVAC system for proper operation:	▼
sequence of operation: controls and outside air.	▼
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Temperature and humidity are c floors. Spotty microbial growth		states the hallways ar	e very humid each morning. We	<u>ب</u> t

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Evaluate HVAC system for proper operation:	▼
sequence of operation: controls and outside air.	▼
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