

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departn	nent

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Ostabar 7 201	Cignature on File	
October 7, 2014	Signature on File	For Custodial Supervisor Use Only
TO:	Orinthia Dias, Principal Park Lakes Elementary School	Custodial Issues Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On October 1, 2014, I conducted an assessment at Park Lakes 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, Executive Director, 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

DM/tc Enc.

	IAQ Assessi	ment		
Park Lakes	Elementary Evaluation Dat	te October 1, 2014	Time of Day 9:3	30 AM
Outdoor Conditions Tempera	ture 87.6 Relative	e Humidity 70.0	Ambient CO2 4	58
		Range CO ² % - 60% 846		ccupants 30
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloorCarpet	No No Yes	No No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean No	HVAC Supply Grills Clean Inside of Supply Duct Clean	No	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No		
Trash RemovedYesSigns of PestsNoRoom ClutteredN/A	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A 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	-	No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Carpet has extensive staining an supply grills. Dust build up on H Note: School staff advised to co	VAC return grills. Filters need t	to be changed in unit.	stains. Dusty around HV	AC

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills	▼
Clean HVAC return grills with Wexcide	▼
Filters to be replaced and dated properly	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

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Evaluate carpet for replacement	
	▼
	▼
	▼
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	IAQ Assess	nent		
Park Lakes	Elementary Evaluation Dat	e October 1, 2014	Time of Day 9:	30 AM
Outdoor Conditions Tempera	ature 87.6 Relative	Humidity 70.0	Ambient CO2 4	58
		Range CO ² % - 60% 1479		ccupants 26
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Drywall Floor 12" x 12" Vinyl	No No No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Clean Trash Removed Yes Signs of Pests No Room Cluttered No	Grills Clean Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A 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	-		Mechanical Room Clean Inside of HVAC Unit Clean	N/A No
Fresh Air Intake Location Pollutant Sources Near Air Intake	Behind Bard unit/Exterior wal	I ▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Bard type A/C unit - wheels are to install filters inside filter back			the unit. Advised custo	dial staff

Corrective Actions to be Completed by Site Based Staff

▼	Clean HVAC return grills with Wexcide
▼	Install filter in proper location
▼	
▼	
▼	
▼	
▼	
▼	

Corrective Actions to be Completed by PPO

I Z	
Repair HVAC to reduce CO2 level in classroom	▼
Check operation of HVAC (Dessicant wheels)	▼
	▼
	▼
	▼
	▼
	▼
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