

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917	
November 25, 2	2014 Signature on 3	File	For Custodial S	upervisor Use Only
TO:	Orinthia Dias, Principal Park Lakes Elementary Schoo	1		ues Addressed ues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	:		
SUBJECT:	Indoor Air Quality (IAQ) Asse	ssment		

On November 18, 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.

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		
Park Lakes	Elementary Evaluation Da	te November 18, 2014	Time of Day 11:	50 AM
Outdoor Conditions Tempera	ature 75.1 Relative	e Humidity 50.8	Ambient CO2 4	52
		Range CO ² % - 60% 1428		ccupants 20
Noticeable OdorNoCeiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	Visible water damage / staining? No No	Visible microbial growth? No No	Amount of material affected	
Floor12" x 12" VinylCeiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	NO HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Trash RemovedYesSigns of PestsYesRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes Yes Yes	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean N/A	-	ssroom Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	N/A Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Behind Bard unit/Exterior wa	II ▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Dust build up on HVAC supply a needs to be cleaned thoroughly				

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean entire classroom	▼
Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce CO2 level in classroom	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

	IAQ Assessi	nent		
Park Lakes	Elementary Evaluation Dat	e November 18, 2014	Time of Day 11:	50 AM
Outdoor Conditions Temper	ature 75.1 Relative	Humidity 50.8	Ambient CO2 4	52
		Range CO ² % - 60% 1864		ccupants 19
Noticeable OdorNoCeiling2' X 4' Lay inWallsDrywall	Visible water damage / staining? No No	Visible microbial growth? No No	Amount of material affected	
Floor 12" x 12" Vinyl	 No	No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes Yes Yes	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean N/A	_	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	N/A Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Behind Bard unit/Exterior wal	I ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Small area of microbial growth return grills need to be cleaned. microbial growth.				

Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce CO2 level in classroom	▼
Evaluate and repair cause of wet drywall	▼
around North window and repair/replace wall	▼
material as necessary	▼
	▼
	▼
	▼
	▼