

Aston A. Henry, Director
Risk Management Department

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

July 31, 2014

Signature on File

TO: Jill Wilson, Principal
Pasadena Lakes Elementary School

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On July 28, 2014, I conducted an assessment at **Pasadena 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

RR/tc
Enc.

IAQ Assessment

Pasadena Lakes Elementary

Evaluation Date July 28, 2014

Time of Day 12:00

Outdoor Conditions Temperature 85.8 Relative Humidity 74.1 Ambient CO2 422

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
137	70.7	72 - 78	64.7	30% - 60%	434	MAX 700 > Ambient		
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		Yes		No		< 2 sq ft	
Walls	Drywall/Tackboard		Yes		No		4 sq ft	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		No	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		Yes
Walls Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		No			
Room Surfaces Clean		Yes						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			Roof Top			Mechanical Room Clean		N/A
Filters Installed Properly		N/A	Filters Clean		No	Inside of HVAC Unit Clean		N/A
Condensate Pan Clean		N/A	Cooling Coil Clean		N/A			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			No ▼					

Observations

Recommend roofers to repair cause of roof leaks above West wall (prior roofing work order J658117) The new HFSP will replace the HVAC filters in July. There is an ongoing corrective action plan with the HVAC unit on the roof. There is a sprinkler system installed on the roof to cool the coils. The school staff is removing the construction paper that covers the tack board as I complete my assessment.

Corrective Actions to be Completed by Site Based Staff

Remove construction paper from tack board	▼
Replace stained ceiling tiles after repairs	▼
Wipe stained wall with wexcide due to roof leaks	▼
Clean dust from ceiling tiles/grid adj. to HVAC vents	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set temperature to 72 - 78 degrees	▼
Evaluate and repair cause of stained ceiling tiles	▼
	▼
	▼
See observations for additional information	▼
	▼
	▼