

## managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	

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June 3, 2015	Signature on File	For Custodial Supervisor Use Only
TO:	April Schentrup, Principal <b>Pembroke Pines Elementary</b>	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On June 2, 2015, I conducted an assessment at Pembroke Pines 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 754-321-1900.

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

RR/jj Enc.

	IAQ Assessr	nent		
Pembroke Pin	es Elementary Evaluation Date	e June 2, 2015	Time of Day 10:	30 AM
Outdoor Conditions Temp	erature 82.2 Relative	Humidity 73.4	Ambient CO2 4	51
		Range         CO <sup>2</sup> % - 60%         964	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	No	No		
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredYes	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Locatio	n FISH 125A		Mechanical Room Clean	Yes
Filters Installed Properly	No Filters Clean	No	nside of HVAC Unit Clean	Yes
Condensate Pan Clean Y	Zes Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air	Thru exterior wall	<ul> <li>▼</li> <li>▼</li> </ul>	Fresh Air Intake Free of Obstruction	Yes
Intake		•		
Observations				
F-118 is an Art Room				

## Corrective Actions to be Completed by Site Based Staff

Classroom is due for a summer cleaning	▼
Vacuum/wipe return grill	▼
Filters to be replaced and dated properly	▼
	▼
	▼
	▼
	▼
	▼

## Corrective Actions to be Completed by PPO

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	IAQ Assess	ment		
Pembroke Pines Ele	mentary Evaluation Dat	te June 2, 2015	Time of Day 11:	15 AM
Outdoor Conditions Temperature	e 82.2 Relative	e Humidity 73.4	Ambient CO2 4	51
Fish         Temperature         Range           166         73.5         72 - 78		Range CO % - 60% 965		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	Yes	No	3 stained ceiling til	es
Walls Tack Board	No	No		
Floor 12" x 12" Vinyl	Νο	No		
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	No
Mechanical Equipment Location FI	SH 168		Mechanical Room Clean	Yes
Filters Installed Properly Yes	Filters Clean	Νο	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location	oof top	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air No	)	▼	of Obstruction	
Observations				
Recommend roofers to check for lea the room appears to have the leak f				iddle of

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles after repairs	▼
Clean ceilings around HVAC supply grills	▼
Filters to be replaced and dated properly	▼
	▼
	▼
	▼
	▼
	▼

## Corrective Actions to be Completed by PPO

Repair Cause of Stained Ceiling Tiles	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼