

managing risk with responsibility

Aston A. Henry, Supervisor	
Risk Management Departmen	t

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June 18, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Lori McConaughey, Principal <b>Quiet Waters Elementary School</b>	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities and Construction Management	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On June 13, 2012, I conducted an assessment at **Quiet Waters 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: Area Superintendent

Area Directors Shelley Meloni, Executive Director, Facilities and Construction Management Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities and Construction Management Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union Federation of Public Employees

RK/tc Enc.

	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Date	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range         CO           % - 60%         452		cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom Surfaces CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	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 N/A		No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations		t incide of actions and	·····	
Tile floor worn / marred needs w	rax - Air Tilters need replacemen	n - Inside of return gr		

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Dat	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range         CO           % - 60%         448		cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	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 N/A		No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	<ul><li>▼</li><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes
Observations Tile floor worn / marred needs w	ax - Air filters need replacemer	nt - inside of return gr	ill dirty	

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Date	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range         CO           % - 60%         457		ccupants 1
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 Yes	No	5 sq ft left window s	sill
Floor     12" x 12" Vinyl       Ceiling Clean     Yes	HVAC Supply	<u>No</u>	HVAC Return	
Walls CleanYesFlooring CleanYes	Grills Clean Inside of Supply Duct Clean	Yes	Grills Clean Inside of Return Duct Clean	No N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working Drain Traps Wet	N/A	Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Bard Q Tec in back of room		Mechanical Room Clean	N/A
Filters Installed Properly Yes Condensate Pan Clean N/A		No N/A	Inside of HVAC Unit Clean	N/A
Fresh Air Intake Location Pollutant Sources Near Air	Outside of unit	▼ 	Fresh Air Intake Free of Obstruction	Yes
Intake	Grass / Trees	▼		
Observations Tile floor worn / marred needs w	vax - Air filters need replacemer	nt - inside of return ar		vindow
sill (left window) Water stained	•	-		

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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Evaluate and repair cause of water damage	▼
at window sills	▼
Remove and replace wall material as necessary	▼
Evaluate and repair cause of stained ceiling tiles	▼
in corridor	▼
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	IAQ Assessi	ment		
Quiet Waters	Elementary Evaluation Dat	te June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	e Humidity 42.5	Ambient CO2 4	38
		Range CO % - 60% 457		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Drywall	No   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	N/A
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 Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	Bard Q Tec in back of room		Mechanical Room Clean	N/A
Filters Installed Properly Yes	Filters Clean	No	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location Pollutant Sources Near Air	Outside of unit	<b>•</b>	Fresh Air Intake Free of Obstruction	Yes
Intake	Grass / Trees	▼		
Observations				
Tile floor worn / marred needs w	ax - Air filters need replacemer	nt - inside of return gr	ill dirty - Dust build up on	surfaces

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
Thoroughly clean all surfaces	▼
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Repair HVAC to reduce humidity level	▼
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IAQ Assessment				
Quiet Waters	s Elementary Evaluation Date	<b>e</b> June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range CO <sup>2</sup> % - 60% 456		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling CleanYesWalls CleanNoFlooring CleanNoRoom Surfaces CleanNo	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	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 N/A	s Filters Clean	No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
	wax - Air filters need replacemen al cabinet - Dust / Dirt / Debris or	-	-	ərs -

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
Thoroughly clean all surfaces	▼
Clean dust from wall surfaces	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Date	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Temper	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range <u>CO</u> % - 60% 451		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	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 N/A	s Filters Clean	No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
Tile floor worn / marred needs v corridor across hall from 861 in	wax - Air filters need replacemen corner	ıt - inside of return gri	II dirty - Stained ceiling til	e in

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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Evaluate and repair cause of stained ceiling tiles	
in corridor	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Date	<b>e</b> June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range         CO <sup>2</sup> % - 60%         430		ccupants 1
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 No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsYesRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	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 N/A		No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Tile floor worn / marred needs wax - Air filters need replacement - inside of return grill dirty - Dust / debris on surfaces and window sill - Ants in window sill (right window) - Two stained ceiling tiles in corridor 086 between restroom 864 and stair 085A.				

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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Repair HVAC to reduce humidity level	▼
Generate work order for pest control - Ants	▼
Evaluate and repair cause of stained ceiling tiles	▼
in corridor	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Dat	<b>e</b> June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range CC % - 60% 468		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Yes Clean	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes No Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	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 N/A		No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes
Observations				
Tile floor worn / marred needs w of HVAC supply grills.	vax - Air filters need replacemer	nt - inside of return gr	ill dirty - Insulation debris	inside

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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Clean debris from inside of supply grills	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Dat	June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range CO <sup>2</sup> % - 60% 439		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in		No		
Walls     Drywall       Floor     12" x 12" Vinyl	No No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	<u>.</u>
Mechanical Equipment Location	Bard Q Tec in back of room		Mechanical Room Clean	N/A
Filters Installed Properly Yes	s Filters Clean	No	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location	Outside of unit	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	Grass / Trees	▼	of Obstruction	
Observations				
Tile floor worn / marred needs w filters need replacement - inside		nder tables, around eo	lges of room and in corne	rs - Air

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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	IAQ Assess	nent		
Quiet Waters	Elementary Evaluation Date	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range CO <sup>2</sup> % - 60% 452		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanNoRoom Surfaces CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	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 N/A		No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes
Observations				
Tile floor worn / marred needs w replacement - inside of return gi		ors in corners and be	hind furniture - Air filters r	need

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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	IAQ Assessr	nent		
Quiet Waters	Elementary Evaluation Date	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Tempera	ature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range CO % - 60% 446		cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	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 N/A	-	No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Tile floor worn / marred needs w	ax - Air filters need replacemer	nt - inside of return gr	ill dirty	

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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	IAQ Assess	nent		
Quiet Waters	s Elementary Evaluation Date	e June 13, 2012	Time of Day 1	1:45
Outdoor Conditions Temper	rature 90.5 Relative	Humidity 42.5	Ambient CO2 4	38
		Range CO % - 60% 466		ccupants 1
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No           No           No           No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom Surfaces CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedYesSigns of PestsYesRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Ye Condensate Pan Clean N/A	s Filters Clean	No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of unit Grass / Trees	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes
Observations				
Tile floor worn / marred needs v droppings) in corner between c	wax - Air filters need replacemen abinet and window.	ıt - inside of return gr	ill dirty - Insect debris (roa	ch

Remove and replace A/C filters	▼
Clean inside of return air grill while changing filters	▼
Clean, strip and wax floors	▼
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Generate work order for pest control	▼
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