

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departme	ent

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February 26, 20	015 Signature on File	For Custodial Supervisor Use Only
TO:	Lori McConaughey, Principal Quiet Waters Elementary	Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On February 19, 2015, 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 754-321-1900.

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/jj Enc.

IAQ Assessment						
Quiet Waters	Elementary Evaluation Date	e February 19, 2015	Time of Day 11:	30 AM		
Outdoor Conditions Tempera	ature 61.8 Relative	Humidity 24.8	Ambient CO2 4	08		
		Range CO % - 60% 1355		ccupants 18		
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling2' X 4' Lay inWallsPlaster / DrywallFloor12" x 12" Vinyl	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 Yes		
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes Yes	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	N/A Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top No	▼	Fresh Air Intake Free of Obstruction	Yes		
Observations Roof leak recently repair. Ceiling to be changed. Remove content needs to be removed and cleane	s from cabinet above the sink a	nd clean with wexcid				

Corrective Actions to be Completed by Site Based Staff

Wipe down interior of cabinet with wexcide	▼
Clean HVAC return grills with Wexcide	▼
Remove and replace A/C filters	▼
Remove large throw rug and clean area	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

	· · ·	
Repair HVAC	C to reduce CO2 levels	▼
Check or	utside air dampers	▼
		▼
		▼
		▼
		▼
		▼
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