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Risk Management Department

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February 12, 2014

Signature on File

TO: JoAnne Seltzer, Interim Principal  
**Riverglades Elementary School**

FROM: Dan Meyer, 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 April 7, 2014, I conducted an assessment at **Riverglades 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, Task Assigned Chief Facilities & Construction Officer, 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

RK/tc  
Enc.

# IAQ Assessment

Riverglades Elementary

 Evaluation Date April 7, 2014

 Time of Day 12:45

 Outdoor Conditions    Temperature 86.5    Relative Humidity 55.7    Ambient CO2 482

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
228	73.2	72 - 78	48.8	30% - 60%	1658	MAX 700 > Ambient	29
Noticeable Odor		<input type="checkbox"/> Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Plaster / Drywall		Yes		No		4' X 8' area around window
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean	<input type="checkbox"/> Yes	HVAC Supply Grills Clean		<input type="checkbox"/> Yes	HVAC Return Grills Clean		<input type="checkbox"/> Yes
Walls Clean	<input type="checkbox"/> Yes	Inside of Supply Duct Clean		<input type="checkbox"/> Yes	Inside of Return Duct Clean		<input type="checkbox"/> Yes
Flooring Clean	<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean		<input type="checkbox"/> Yes			
Room Surfaces Clean	<input type="checkbox"/> Yes						
Trash Removed	<input type="checkbox"/> Yes	Exhaust Fans Working		<input type="checkbox"/> N/A	Unapproved Chemicals / Cleaners in Room		<input type="checkbox"/> Yes
Signs of Pests	<input type="checkbox"/> No	Drain Traps Wet		<input type="checkbox"/> Yes	Air Fresheners in Room		<input type="checkbox"/> No
Room Cluttered	<input type="checkbox"/> Yes	Food if Stored in Room is in Sealed Containers		<input type="checkbox"/> Yes			
Mechanical Equipment Location	FISH #223					Mechanical Room Clean	<input type="checkbox"/> Yes
Filters Installed Properly	<input type="checkbox"/> Yes	Filters Clean		<input type="checkbox"/> Yes	Inside of HVAC Unit Clean		<input type="checkbox"/> No
Condensate Pan Clean	<input type="checkbox"/> No	Cooling Coil Clean		<input type="checkbox"/> Yes			
Fresh Air Intake Location	Ducted above door ▼					Fresh Air Intake Free of Obstruction	<input type="checkbox"/> N/A
Pollutant Sources Near Air Intake	None ▼						

### Observations

Wall under window is blistering with the paint peeling (signs of moisture). Elevated CO2 levels. Elevated surfaces are extremely dusty. Teachers bookshelf and tops of the books are dusty. Lysol wipes by the sink. Large area rug needs to be cleaned. Classroom door was propped open to hallway.  
 Inside of AHU had microbial growth. Drain pan needs to be cleaned.

### Corrective Actions to be Completed by Site Based Staff

Thoroughly clean elevated surfaces	▼
Clean dust from books	▼
Clean area rug	▼
Remove non-approved chemicals	▼
Ensure classroom door remains closed	▼
	▼
	▼
	▼

### Corrective Actions to be Completed by PPO

Repair HVAC to reduce CO2 levels	▼
Evaluate and repair cause of water damage	▼
to wall material	▼
Remove and replace wall material as necessary	▼
Clean interior of AHU and drain pan	▼
	▼
	▼
	▼