

RISK MANAGEMENT...

managing risk with responsibility

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Risk Management Department

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June 18, 2008

Signature on File

TO: Ms. Robin David, Principal
Royal Palm Elementary School

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 401

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

On March 26, 2008 I conducted an assessment of FISH 401 at **Royal Palm Elementary School**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

Generally, the IAQ Assessment did not identify any existing conditions significantly impacting IAQ and thereby presenting immediate health and safety concerns 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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-3200.

cc: Dr. Leontine Butler, Area Superintendent
Dr. Desmond Blackburn, Area Director
Jeffrey S. Moquin, Director, Risk Management
Robert Goode, Project Manager, Facilities and Construction Management
Ruby Fitzgerald, Broward Teachers Union
Roy Jarrett, National Federation of Public and Private Employees
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Royal Palm Elementary School

Location Number 1851
 Evaluation Requested March 18, 2008
 Evaluation Date March 26, 2008

Time of Day 3:30 pm

Outdoor Conditions Temperature 76.8 Relative Humidity 45.4 Ambient CO2 40.8

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
401	70.4	72 - 78	58	30% - 60%	787	Max 700 > Ambient	1
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling Type		No		No		None	
Wall Type		No		No		None	
Flooring		No		No		None	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	Yes	No	No	
Walls	Yes	No	No	
Flooring	No	Yes	Yes	Clean and sanitize
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	No	Yes	Yes	Clean as appropriate

Observations

Findings:

- Pencil shavings on floor
- Dust build up on environmental surfaces
- Temperature was low at the time of the assessment
- One stuffed animal near teacher's desk - potential allergen source if not cleaned regularly

Recommendations:

Site Based Maintenance:

- Clean and sanitize floor
- Clean environmental surfaces throughout the room
- Advise occupant to clean stuffed animals regularly or remove from room
- Generate a work order to adjust thermostat to increase temperature
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate