

RISK MANAGEMENT...

managing risk with responsibility

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Risk Management Department

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January 4, 2011

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 301

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

On November 16, 2010 I conducted an assessment of FISH 301 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.

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 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 754-321-1900.

cc: Dr. Desmond Blackburn, Area Superintendent
Jan Beal, Area Director
Jeffrey S. Moquin, Executive Director, Support Operations
Aston Henry, Supervisor, Risk Management
Sam Bays, Project Manager, Facilities and Construction Management
Jerrod Neal, Broward Teachers Union
Roy Jarrett, Federation of Public 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 November 4, 2010
 Evaluation Date November 16, 2010

Time of Day

Outdoor Conditions Temperature 83.9 Relative Humidity 54.5 Ambient CO2 401

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
301	76.8	72 - 78	59.8	30% - 60%	930	Max 700 > Ambient	2
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Yes		Yes		No		2 ceiling tiles	
Ceiling Type	2 x 4 Lay In		Yes	No		2 ceiling tiles	
Wall Type	Drywall		No	No		None	
Flooring	12 x 12 Vinyl		No	No		None	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	No	Yes	Yes	Remove and replace ceiling tiles
Walls	Yes	No	No	
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	Yes	No	No	

Observations

Findings

- 2 stained ceiling tiles
- Humidity level was elevated
- Dust build up on area rug
- Stuffed animals in room
- Musty odor in room

Site Based Maintenance:

- Remove and replace stained ceiling tiles and monitor. If stains return contact COMPASS to generate a work order for Physical Plant Operations to evaluate for cause.
- Thoroughly clean area rug
- Occupant to thoroughly clean stuffed animals on a regular basis or remove from room
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations:

- Evaluate HVAC system for proper operation and repair as appropriate to lower humidity level

NOTE: Work order EQ01558 generated