

Aston A. Henry, Director
Risk Management Department

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August 5, 2013

Signature on File

TO: Ducarmel Augustin, Principal
Royal Palm Elementary School

FROM: Robert Krickovich, Coordinator I, LEA
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 July 29, 2013, I conducted an assessment at **Royal Palm 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

Royal Palm Elementary

 Evaluation Date July 29, 2013

 Time of Day 1:15

 Outdoor Conditions Temperature 93.9

 Relative Humidity 50.1

 Ambient CO2 462

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
512	73.0	72 - 78	71.6	30% - 60%	455	MAX 700 > Ambient	3
Noticeable Odor		Yes	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		No		No		
Walls	Drywall		No		No		
Floor	Carpet		No		No		
Ceiling Clean	Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean	Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean		No			
Room Surfaces Clean	No						
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 in Room		No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location	FISH 513					Mechanical Room Clean	Yes
Filters Installed Properly	No	Filters Clean		Yes	Inside of HVAC Unit Clean		No
Condensate Pan Clean	N/A	Cooling Coil Clean		N/A			
Fresh Air Intake Location	Roof top ▼					Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	None ▼						

Observations

Musty odor in room - Humidity in room elevated - Carpet damp (28% WME) - Surfaces in room dusty - Dust and debris build up on HVAC supply and return grills dirty and on ceilings at supply grills - Listed filters installed but do not fit opening (allowing air bypass)

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean all surfaces	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Provide proper size filters or close opening	▼
Clean inside of HVAC unit as needed	▼
Removed and replace carpeting	▼
	▼
	▼
	▼
	▼