

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departme	ent

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August 14, 2	014 Signature on File	For Custodial Supervisor Use Only
TO:	Camille LaChance, Principal Sandpiper Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 13, 2014, I conducted an assessment at Sandpiper 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.

Shelley Meloni, Executive Director, Facilities & Construction cc: 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/tc Enc.

IAQ Assessment							
Sandpiper E	Evaluation Dat	August 13, 2014	Time of Day 11:	:45 AM			
Outdoor Conditions Temperate	ure 90.5 Relative	e Humidity 62.5	Ambient CO2 4	35			
Fish Temperature Ran 501C 75.9 72 -		Range CO ² % - 60% 452	•	ccupants 3			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling Plaster Walls Drywall	No	No Yes	4 Sq. Ft				
Floor 12" x 12" Vinyl	Νο	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	N/a	HVAC Return Grills Clean	N/a			
Flooring Clean Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a					
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No Room Cluttered N/A	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location			Mechanical Room Clean				
Filters Installed Properly	Filters Clean		Inside of HVAC Unit Clean				
Condensate Pan Clean	Cooling Coil Clean						
Fresh Air Intake Location [Pollutant Sources Near Air Intake		▼	Fresh Air Intake Free of Obstruction				
Observations							
501C is a closet. The closet wall which backs up to an air-handler room is wet with visible microbial growth. Custodian stated he wiped with Wexcide but growth returned a week later. Advised custodian to remove filing cabinets and teachers items from closet until repair is made to closet wall.							

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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Evaluate and repair cause of water damage	▼
Remove and replace wall material as necessary	▼
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