

## managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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March 9, 2015	Signature on File			
Waren 9, 2010	Signature on The	For Custodial Supervisor Use Only		
TO:	Camille LaChance, Principal	Custodial Issues Addressed		
	Sandpiper Elementary	Custodial Issues Not Addressed		
FROM:	Daniel Meyer, Project Manager Risk Management Department			
SUBJECT:	Indoor Air Quality (IAQ) Assessment			

On March 5, 2015, 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 754-321-1900.

cc: Shelley Meloni, Executive Director, 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

DM/jj Enc.

	IAC	Q Assessment	t		
Sandpip	er Elementary Ev	valuation Date	March 5, 2015	Time of Day	0:00 AM
Outdoor Conditions Temp	erature 84.8	Relative Hum	nidity 61.2	Ambient CO2	408
	RangeRelative H72 - 7856.9		100		Occupants 4
Noticeable Odor No	Visible water stainin	uamage /	isible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Drywall	No No	]	No		
Floor 12" x 12" Vinyl	No	]	No		
Ceiling Clean Yes	HVAC Grills (	Supply N	lo	HVAC Return Grills Clean	No
Walls CleanYesFlooring CleanYes	Inside Duct C	of Supply Y	es	Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling Grills (	at Supply	lo		
Trash Removed Yes	Exhaust Far		lo	Unapproved Chemicals Cleaners in Room	s/ No
Signs of Pests No Room Cluttered Yes	Food if Stored	in Room is	es /A	Air Fresheners in Room	No
Machaniael Fanin mant I acatio	in Sealed Con n FISH #1303C			Mechanical Room Clea	n Yes
Mechanical Equipment Locatio		ters Clean	lo	Inside of HVAC Unit Clea	
			es		
Fresh Air Intake Location	Thru exterior wall		▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	No		▼	of Obstruction	
Observations					
Classroom surfaces are very of wiped cleaned. Clean ceiling t working. Large number of old	iles around the supply	/ grills. Filters ne	ed to be change	d. Exhaust fan in bathro	oom not

Corrective Actions to be Completed by Site Based Staff

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Set the thermostat to SBBC limits 72-78	▼
Reduce clutter so room can be cleaned properly	▼
Clean ceilings around HVAC supply grills	▼
Replace filters	▼
Remove cardboard boxes	▼
	▼
	▼
	▼

## **Corrective Actions to be Completed by PPO**

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▼	Repair exhaust fan in bathroom (1303A)
▼	See observation for additional information
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