

# RISK MANAGEMENT...

managing risk with responsibility

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December 21, 2007

**Signature on File**

TO: Mr. Charles Radkowski, Principal  
**Sawgrass Elementary School**

FROM: Edward See, Project Manager  
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment  
**FISH 856**

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
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On October 19, 2007 I conducted an assessment of FISH 856 at **Sawgrass 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. Verda Farrow, Area Superintendent  
Jan Beal, Area Director  
Jeffrey S. Moquin, Director, Risk Management  
James Carballo, 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

Sawgrass Elementary School

Location Number 3401  
 Evaluation Requested October 4, 2007  
 Evaluation Date October 19, 2007

Time of Day 10:30 am

Outdoor Conditions      Temperature 86      Relative Humidity 72.8      Ambient CO2 604

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
856	73.2	72 - 78	66.7	30% - 60%	1041	Max 700 > Ambient	23
Noticeable Odor	No		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	2 x 4 Lay In		Yes	No	1 ceiling tile		
Wall Type	Plaster		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 tile
Walls	Yes	No	No	
Flooring	Yes	No	No	
HVAC Supply Grills	No	Yes	Yes	Clean with Wexcide disinfectant
HVAC Return Grills	No	Yes	Yes	Clean with Wexcide disinfectant
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	Yes	No	No	

**Observations**

**Findings:**

- 1 stained ceiling tile
- Dust and debris on HVAC supply and return grills
- Humidity level was elevated and A/C was loud
- Work orders called in by HFSP - J271697 and J277265

**Recommendations:**

**Site Based Maintenance:**

- Clean HVAC supply and return grills with Wexcide disinfectant solution
- Remove and replace stained ceiling tile
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

**J271697 and J277265 were initiated by school**