

managing risk with responsibility

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Risk Mar	agemer	nt De	partmen	t

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May 11, 2015	Signature on File	For Custodial Supervisor Use Only
TO:	Trevor Roberts, Principal Sawgrass Elementary	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On May 4, 2015, I conducted an assessment at **Sawgrass 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

RR/jj Enc.

	IAQ Assess	sment	
Sawo	grass Elementary Evaluation Da	ate May 4, 2015	Time of Day 9:00 AM
Outdoor Conditions Ter	nperature 76.0 Relativ	ve Humidity 43.3	Ambient CO2 414
FishTemperature87178.4	RangeRelative Humidity72 - 7850.530	Range CO ² 0% - 60% 599	
Noticeable Odor No Ceiling 2' X 4' Lay in	Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Walls Drywall Floor 12" x 12" Vinyl	Yes No	Yes	8 sq ft /1 sq ft
Ceiling CleanYesWalls CleanNoFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Yes Inside of Return Duct Clean N/A
Trash RemovedYesSigns of PestsYesRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room
Mechanical Equipment Loca Filters Installed Properly Condensate Pan Clean	In classroom HVAC unitYesFilters CleanN/ACooling Coil Clean	Yes N/A	Mechanical Room Clean N/A Inside of HVAC Unit Clean N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Condensate drain runoff	▼	Fresh Air Intake Free Yes Yes

Observations

HVAC was off at the time of the assessment. Behind the cabinetry between the windows the drywall is wet with signs of microbial growth. I understand there is a painting project over the summer, be advised to repair and seal all cracks thoroughly prior to painting. There is another section of drywall located in proximity to the baseboard behind a metal cabinet that is also water damaged, Repair or replace interior drywall and seal the exterior prior to painting. Noticeable exterior plaster cracks in both locations

Corrective Actions to be Completed by Site Based Staff

	_
Floor needs sweeping behind cabinets	▼
Call work order for pest control	▼
Clean insect cocoons from walls	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair cause of water intrusion on walls	▼
Evaluate the exhaust fan to determine if the Fan	▼
and HVAC unit are electrically linked together	▼
Repair restroom fan if necessary	▼
Repair or replace water damaged walls	▼
	▼
	▼
	▼

	IAQ Assessn	nent		
Sawgrass	Elementary Evaluation Date	e May 4, 2015	Time of Day 11:	00 AM
Outdoor Conditions Tempera	ature 76.0 Relative	Humidity 43.3	Ambient CO2 4	14
		Range CO % - 60% 873		ccupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	<u>No</u> <u>No</u> <u>No</u>	No No No	Must evaluate	
Ceiling CleanYesWalls CleanNoFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean N/A		No N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Condensate drain runoff	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations Work order is in place as stated the base board and remove wate Classroom Instructor states tha	er damaged drywall if any and re	eplace once the exter	ior has been repaired and	painted.

Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be Completed by Site Based Sta	att
Replace stained ceiling tiles after repairs	▼
Clean by windows	▼
Replace filter	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair Cause of Stained Ceiling Tiles	▼
Repair cause of water intrusion	▼
epair / replace water damaged drywall once	▼
terior plaster has been sealed and painted	▼
	▼
	▼
	▼
	▼

	IAQ Assess	ment		
Sawgrass	Elementary Evaluation Da	te May 4, 2015	Time of Day 10:0	0 AM
Outdoor Conditions Tempera	ature 76.0 Relative	e Humidity 43.3	Ambient CO2 41	4
	ange Relative Humidity 2 - 78 46.8 30	Range CO ² % - 60% 560		cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	Yes	No	over window	
Walls Drywall Floor 12" x 12" Vinyl	No No	No		
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes		
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	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	In classroom HVAC unit		Mechanical Room Clean	N/A
Filters Installed Properly	5 Filters Clean	Νο	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location	Thru exterior wall	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Condensate drain runoff	▼		
Observations				
HVAC was off at the time of the	assessment. Evaluate and repa	air the exterior plaster	cracks prior to painting.	

Corrective Actions to be Completed by Site Based Staff

i +	
Replace stained ceiling tiles after repairs	▼
Clean by windows	▼
Remove and replace A/C filters	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair Cause of Stained Ceiling Tiles	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼