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Risk Management Department

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May 11, 2015

Signature on File

TO: Trevor Roberts, Principal  
**Sawgrass Elementary**

FROM: Richard Rosa, Project Manager  
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 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 Assessment

Sawgrass Elementary

Evaluation Date May 4, 2015

Time of Day 9:00 AM

Outdoor Conditions    Temperature 76.0    Relative Humidity 43.3    Ambient CO2 414

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">871</span>	<span style="border: 1px solid black; padding: 2px;">78.4</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">50.5</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">599</span>	<span style="border: 1px solid black; padding: 2px;">MAX 700 &gt; Ambient</span>	<span style="border: 1px solid black; padding: 2px;"></span>
Noticeable Odor		<span style="border: 1px solid black; padding: 2px;">No</span>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Walls	<span style="border: 1px solid black; padding: 2px;">Drywall</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">Yes</span>		<span style="border: 1px solid black; padding: 2px;">8 sq ft / 1 sq ft</span>
Floor	<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Ceiling Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Supply Grills Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Return Grills Clean	
Walls Clean		<span style="border: 1px solid black; padding: 2px;">No</span>	Inside of Supply Duct Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Return Duct Clean	
Flooring Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Ceiling at Supply Grills Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	<span style="border: 1px solid black; padding: 2px;">N/A</span>	
Room Surfaces Clean		<span style="border: 1px solid black; padding: 2px;">No</span>					
Trash Removed		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Exhaust Fans Working		<span style="border: 1px solid black; padding: 2px;">No</span>	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Drain Traps Wet		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Air Fresheners in Room	
Room Cluttered		<span style="border: 1px solid black; padding: 2px;">No</span>	Food if Stored in Room is in Sealed Containers		<span style="border: 1px solid black; padding: 2px;">No</span>	<span style="border: 1px solid black; padding: 2px;">No</span>	
Mechanical Equipment Location			<span style="border: 1px solid black; padding: 2px;">In classroom HVAC unit</span>			Mechanical Room Clean	
Filters Installed Properly		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Filters Clean		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of HVAC Unit Clean	
Condensate Pan Clean		<span style="border: 1px solid black; padding: 2px;">N/A</span>	Cooling Coil Clean		<span style="border: 1px solid black; padding: 2px;">N/A</span>	<span style="border: 1px solid black; padding: 2px;">N/A</span>	
Fresh Air Intake Location			<span style="border: 1px solid black; padding: 2px;">Thru exterior wall</span> ▼			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			<span style="border: 1px solid black; padding: 2px;">Condensate drain runoff</span> ▼			<span style="border: 1px solid black; padding: 2px;">Yes</span>	

**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	▼
	▼
	▼
	▼



