

Aston A. Henry, Supervisor Risk Management Department

managing risk with responsibility

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April 24, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Rick Rodriguez, Principal Sea Castle Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities and Construction Management	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 16, 2012, I conducted an assessment at **Sea Castle 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.

cc: Area Superintendent

Area Directors Shelley Meloni, Executive Director, Facilities and Construction Management Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities and Construction Management Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union Federation of Public Employees

RR/tc Enc.

IAQ Assessment							
Sea Castle I	Elementary Evaluation Dat	te April 16, 2012	Time of Day 1	1:00			
Outdoor Conditions Tempera	ture 76.7 Relative	e Humidity 56.1	Ambient CO2 4	41			
		Range CO ² % - 60% 757		ccupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No	No No					
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No N/A	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No					
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	N/A N/A			
Mechanical Equipment Location	FISH 124		Mechanical Room Clean	Yes			
Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes	Inside of HVAC Unit Clean	Yes			
Pollutant Sources Near Air	Roof top No	▼	Fresh Air Intake Free of Obstruction	No			
Observations							
Filter was installed in the return a	air vent in classroom.						
Ffilter spacer is needed in the HV	/AC system.						

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Install appropriate filter spacer in HVAC system	▼
	▼
	▼
	▼
	▼
	▼
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