

managing risk with responsibility

	y, Task Assigned Director ent Department	Telephone: Fax:	754 321-1900 754 321-1917	
April 23, 2013	Signature on File	For Custodial Supervisor Use Only		
TO:	Rick Rodriguez, Principal Sea Castle Elementary School		ues Addressed ues Not Addressed	
FROM:	Richard Rosa, Project Manager Facilities Design and Construction		,	
SUBJECT:	Indoor Air Quality (IAQ) Assessment		_	

On April 4, 2013, 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: Directors, School Performance & Accountability
Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Task Assigned Director, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RR/tc Enc.

IAQ Assessment

	Sea Castle Eleme	entary Eval ı	uation Da	ate April 4	, 2013	Time of Day	9:30			
Outdoor Conditions	Temperature	79.3	Relativ	e Humidity	73.2	Ambient CO2 3	97			
	erature Range 1.7 72 - 78	Relative Hum 58	─i	Range 0% - 60%	CO ² 621	Range # O MAX 700 > Ambient	ccupants			
Noticeable Odor	No	Visible water dar staining?	mage /	Visible mi growt		Amount of material affected				
Ceiling 2'	x 4'	No		No						
Walls Drywall/T	Tackboard	No		No						
Floor 12" x 1	2" Vinyl	No		No						
Ceiling Clean Walls Clean	Yes	HVAC Su Grills Cle		Yes		HVAC Return Grills Clean	No			
Flooring Clean	Yes	Inside of S Duct Clea		Yes		Inside of Return Duct Clean	N/A			
Room Surfaces Clean	No	Ceiling at Grills Clea		No						
Trash Removed	Yes	Exhaust Fans V	Vorking	Yes		Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests	No	Drain Tr	aps Wet	N/A		Air Freehenere	No			
Room Cluttered	No	Food if Stored in in Sealed Contain		N/A		Air Fresheners No in Room				
Mechanical Equipme	ent Location F-12	4				Mechanical Room Clean	Yes			
Filters Installed Properly Yes Filters Clean Yes					Inside of HVAC Unit Clean	Yes				
Condensate Pan Clean Yes Cooling Coil Clean Yes										
Fresh Air Intake Location Roof top ▼						Fresh Air Intake Free of Obstruction	Yes			
Pollutant Sources Near Air Intake										
Observations										
Filter was installed in	n the return air ve	ent in classroom.	No filte	r spacer insta	lled in the	HVAC unit.				
Please be aware of :	HVAC supply ver	nt is missing in c	lassrooi	m						
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO										
Vacuum tackboard adjacent to the return air vent ▼ Install appropriate filter spacer in HVAC unit ▼										
Thoroughly clean horizontal surfaces ▼ Clean ceilings around HVAC supply grills ▼										
	Clean ceilings around HVAC supply grills ▼									
Vacuum/wipe HVAC return grill ▼ Clean cobwebs from elevated corners ▼										
Clean CobWe	Clean cobwebs from elevated corners ▼									