

Aston A. Henry, Director

managing risk with responsibility

754 321-1900

Telephone:

Risk Manage	ement Department	Fax:	754 321-1917
October 8, 2	013 Signature on File	For Custodia	Supervisor Use Only
TO:	Rick Rodriguez, Principal Sea Castle Elementary School		Issues Addressed Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department		
SUBJECT:	Indoor Air Quality (IAQ) Assessment		·

On September 18, 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: 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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

IAQ Assessment

Sea Castle Elementary	Evaluation Da	ste September 18, 2	Time of Day 1	1:15					
Outdoor Conditions Temperature 85.4	Relative	e Humidity 85.6	Ambient CO2 4	50					
Fish Temperature Range Related 512 74.3 72 - 78	46 30		CO ² Range # Oc 258 MAX 700 > Ambient	ccupants					
	vater damage / taining?	Visible microbial growth?	Amount of material affected						
Ceiling 2' x 4'	No	No							
Walls Drywall	No	No							
Floor 12" x 12" Vinyl	No	No							
	IVAC Supply Brills Clean	Yes	HVAC Return Grills Clean	Yes					
	nside of Supply Ouct Clean	Yes	Inside of Return Duct Clean	Yes					
	Ceiling at Supply Grills Clean	No							
Trash Removed Yes Exhau	st Fans Working	Yes	Unapproved Chemicals /	No					
Signs of Pests No	Drain Traps Wet	N/A	Cleaners in Room						
Troom orational Ito	tored in Room is I Containers	N/A	Air Fresheners in Room	No					
Mechanical Equipment Location Not readily ac	ccessible		Mechanical Room Clean	N/A					
Filters Installed Properly N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A					
Condensate Pan Clean N/A Co	oling Coil Clean	N/A							
Fresh Air Intake Location Not accessib	le	V		N/A					
Pollutant Sources Near Air Intake	Accessible ▼		of Obstruction						
Observations									
Room complaint - too cold or too warm. The c									
recommend that the HVAC department check the HVAC supply damper for normal operation. The principal will contact me if the room becomes an issue.									
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO									
Thoroughly clean elevated surfaces		Evaluate	the room HVAC damper						
Clean ceilings around HVAC supply grills ▼									

Thoroughly clean elevated surfaces		
Clean ceilings around HVAC supply grills		
	▼	
	▼	
	▼	
	▼	
	▼	
	▼	

Evaluate the room HVAC damper	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼