

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

February 25, 2015 **Signature on File**

TO: Riquelme Rodriguez, Principal
 Sea Castle Elementary

FROM: Richard Rosa, Project Manager
 Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On February 10, 2015, 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 754-321-1900.

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

Sea Castle Elementary

Evaluation Date February 10, 2015

Time of Day 10:30 AM

Outdoor Conditions Temperature 67.3

Relative Humidity 79.1

Ambient CO2 413

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
130	68.7	72 - 78	62.4	30% - 60%	955	MAX 700 > Ambient	
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		2' X 4' Lay in		No		No	
Drywall/Tackboard		No		No			
Rugs / 12"x12"		No		No			

Ceiling Clean	<input checked="" type="checkbox"/>	HVAC Supply Grills Clean	<input checked="" type="checkbox"/>	HVAC Return Grills Clean	<input checked="" type="checkbox"/>
Walls Clean	<input checked="" type="checkbox"/>	Inside of Supply Duct Clean	<input checked="" type="checkbox"/>	Inside of Return Duct Clean	<input checked="" type="checkbox"/>
Flooring Clean	<input type="checkbox"/>	Ceiling at Supply Grills Clean	<input type="checkbox"/>		
Room Surfaces Clean	<input type="checkbox"/>				

Trash Removed	<input checked="" type="checkbox"/>	Exhaust Fans Working	<input checked="" type="checkbox"/>	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/>
Signs of Pests	<input type="checkbox"/>	Drain Traps Wet	<input type="checkbox"/>	Air Fresheners in Room	<input type="checkbox"/>
Room Cluttered	<input checked="" type="checkbox"/>	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/>		

Mechanical Equipment Location	FISH 124	Mechanical Room Clean	<input checked="" type="checkbox"/>
Filters Installed Properly	<input type="checkbox"/>	Filters Clean	<input checked="" type="checkbox"/>
Condensate Pan Clean	<input checked="" type="checkbox"/>	Cooling Coil Clean	<input type="checkbox"/>
		Inside of HVAC Unit Clean	<input checked="" type="checkbox"/>

Fresh Air Intake Location		Fresh Air Intake Free of Obstruction	<input type="checkbox"/>
Pollutant Sources Near Air Intake			

Observations

The cubby holes have dust build up; coordinate a cleaning schedule to remove the contents in the cubby holes so custodial staff can clean in the cubby holes.

- Corrective Actions to be Completed by Site Based Staff**
- | | |
|--|---|
| Floor needs sweeping in tight spots | ▼ |
| Coordinate a schedule between HFSP and classroom Instructor to clean properly due to clutter | ▼ |
| Clean ceilings around HVAC supply grills | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |

- Corrective Actions to be Completed by PPO**
- | | |
|---|---|
| Repair HVAC to Reduce Humidity Levels | ▼ |
| Set Temperature to 72 - 78 degrees | ▼ |
| Install appropriate filter spacer in HVAC | ▼ |
| Clean the HVAC coil | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |