

managing risk with responsibility

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Risk Management Departme	nt

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March 19, 2015	Signature on File	For Custodial Supervisor Use Only
TO:	Riquelme Rodriguez, Principal Sea Castle Elementary	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 17, 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 Assess	ment		
Sea Castle	Elementary Evaluation Dat	te March 17, 2015	Time of Day 2:30 F	PM
Outdoor Conditions Tempera	ature 86.5 Relative	e Humidity 51.1	Ambient CO2 432	
		Range CO ² % - 60% 1500		ipants 23
Noticeable OdorNoCeiling2' X 4' Lay inWallsDrywall	Visible water damage / staining? No No	Visible microbial growth? No No	Amount of material affected	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	Yes		No
Flooring Clean Yes Room Surfaces No Clean	Duct Clean Ceiling at Supply Grills Clean	Yes	Duct Clean	N/A
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A		No No
Mechanical Equipment Location Filters Installed Properly N/A Condensate Pan Clean N/A	-	ssroom No N/A		N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Behind Bard unit/Exterior wal	II ▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations The sensor on the thermostat is	identifying to change filter.			

Corrective Actions to be Completed by Site Based Staff

Remove and replace A/C filters	▼	
Coordinate a schedule between HFSP and	▼	
classroom Instructor to clean properly due to clutter	▼	
Clean dust buildup on horizontal surfaces	▼	
Vacuum/wipe return grill	▼	
	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

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