

Aston A. Henry, Director
Risk Management Department

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February 12, 2014

Signature on File

TO: Josetta Campbell, Principal
Sheridan Hills Elementary School

FROM: Richard Rosa, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
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On January 7, 2014, I conducted an assessment at **Sheridan Hills 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

Sheridan Hills Elementary

Evaluation Date January 7, 2014

Time of Day 11:45

Outdoor Conditions Temperature 65.1

Relative Humidity 47.2

Ambient CO2 429

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
126	72.6	72 - 78	37	30% - 60%	815	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		Yes		No	9 ceiling stains	
Walls	Drywall		Yes		Yes	10 sq ft	
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		No	HVAC Supply Grills Clean		No	HVAC Return Grills Clean	
Walls Clean		No					
Flooring Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean	
Room Surfaces Clean		No	Ceiling at Supply Grills Clean		Yes		
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		Yes	Drain Traps Wet		Yes	Air Fresheners in Room	
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		N/A		
Mechanical Equipment Location			Penthouse mechanical room 155 AHU # 4			Mechanical Room Clean	
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean	
Condensate Pan Clean		N/A	Cooling Coil Clean		No		
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			No ▼			Yes	

Observations

(5 ceiling stains 126D) (3 ceiling stains 126A) (Repair wall due to water damage, evaluate the cause, possible leak behind cabinet with sink 126B) The mechanical room is used for filter storage, rearrange the boxes of filters so one can move around the HVAC units. The HVAC unit is missing a filter spacer, approximately 12". I recommend that the Head Facilities Service Person (HFSP) assess every HVAC unit and check for proper filter sizing, possible reordering the correct filter sizes may be a suggestion if multiple filter spacers are needed.

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles after repairs	▼
Clean affected walls & cabinets with wexcide 126A	▼
Remove all art supplies clutter from flooring	▼
Thoroughly clean horizontal surfaces	▼
Encourage occupant to reduce clutter	▼
Clean HVAC supply grills with Wexcide	▼
Vacuum/wipe return grill	▼
Generate a work order for pest control	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
Clean the HVAC coil	▼
Install appropriate filter spacer in HVAC #4	▼
Evaluate and repair cause of water damage	▼
Remove and replace wall material as necessary	▼
	▼
	▼
	▼