

Aston A. Henry, Director
Risk Management Department

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

March 19, 2014

Signature on File

TO: Amada Walker, Principal
Silver Palms 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

On March 10, 2014, I conducted an assessment at **Silver Palms 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

Silver Palms Elementary

Evaluation Date

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
<input type="text" value="120"/>	<input type="text" value="74.4"/>	<input type="text" value="72 - 78"/>	<input type="text" value="37.7"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="1133"/>	<input type="text" value="MAX 700 > Ambient"/>	<input type="text"/>
Noticeable Odor		<input type="text" value="No"/>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<input type="text" value="2' x 4'"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>	<input type="text" value="3 tiles < 2 sq ft"/>	
Walls	<input type="text" value="Drywall"/>		<input type="text" value="No"/>		<input type="text" value="No"/>	<input type="text"/>	
Floor	<input 12"="" type="text" value="12" vinyl"="" x=""/>		<input type="text" value="No"/>		<input type="text" value="No"/>	<input type="text"/>	
Ceiling Clean		<input type="text" value="No"/>	HVAC Supply Grills Clean		<input type="text" value="Yes"/>	HVAC Return Grills Clean	
Walls Clean		<input type="text" value="Yes"/>	Inside of Supply Duct Clean		<input type="text" value="Yes"/>	Inside of Return Duct Clean	
Flooring Clean		<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean		<input type="text" value="No"/>		
Room Surfaces Clean		<input type="text" value="No"/>					
Trash Removed		<input type="text" value="Yes"/>	Exhaust Fans Working		<input type="text" value="Yes"/>	Unapproved Chemicals / Cleaners in Room	
Signs of Pests		<input type="text" value="No"/>	Drain Traps Wet		<input type="text" value="N/A"/>	Air Fresheners in Room	
Room Cluttered		<input type="text" value="Yes"/>	Food if Stored in Room is in Sealed Containers		<input type="text" value="N/A"/>		
Mechanical Equipment Location			<input type="text" value="FISH 196"/>			Mechanical Room Clean	
Filters Installed Properly		<input type="text" value="Yes"/>	Filters Clean		<input type="text" value="Yes"/>	Inside of HVAC Unit Clean	
Condensate Pan Clean		<input type="text" value="Yes"/>	Cooling Coil Clean		<input type="text" value="Yes"/>		
Fresh Air Intake Location			<input type="text" value="Roof top"/>			Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake			<input type="text" value="No"/>			<input type="text" value="Yes"/>	

Observations

Recommend for roofing and plumbing depts. to evaluate possible cause of stained ceiling tiles, possible roofing issues over teachers desk and sink. Other stained ceiling is between fire sprinkler line. HFSP and classroom Instructor to coordinate cleaning schedule due to clutter.

Corrective Actions to be Completed by Site Based Staff

Replace stained ceiling tiles after repairs	▼
Thoroughly clean horizontal surfaces	▼
Clean ceilings around HVAC supply grills	▼
Vacuum/wipe return grill	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
	▼
	▼
See Observations for additional information	▼
	▼
	▼
	▼