

Aston A. Henry, Director

## managing risk with responsibility

754 321-1900

Telephone:

Risk Manager	ment Department	Fax: 754 321-1917
March 19, 201	4 Signature on File	For Custodial Supervisor Use Only
TO:	Saemone Hollingsworth, Principal Silver Ridge Elementary School	Custodial Issues Addressed  Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 11, 2014, I conducted an assessment at **Silver Ridge 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.

constant a none to me completion by one Europa of			
Thoroughly clean horizontal surfaces			
Monitor insects by windows and treat if necessary			
Clean mini blinds	▼		
Clean cobwebs from low corners	lacksquare		
Ensure doors and windows remain closed			
	▼		
	▼		
	▼		

Corrective Actions to be completed by 110	
Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

## **IAQ Assessment**

Silver Ridge Elementary	Evaluation Date Ma	arch 11, 2014 <b>T</b>	ime of Day 1	2:15
Outdoor Conditions Temperature 80	Relative Humid	ity 52.8	Ambient CO2 4	23
	<b>Humidity</b> Range 7.5 <b>30% - 60%</b>	<b>CO</b> <sup>2</sup> 508	Range # Oo MAX 700 > Ambient	ccupants
Ceiling 2' X 2' Lay in N	tor darriago i	ole microbial growth?  No  No	Amount of material affected	
Floor 12" x 12" Vinyl	<del></del>	No		
Walls Clean  Yes  Insi Plooring Clean  Room Surfaces  No  Cei	AC Supply Ils Clean  Ide of Supply It Clean  Yes  Yes  N/a	-	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Signs of Pests No Dr	Fans Working Yes rain Traps Wet N/A red in Room is ontainers N/A	Clea Air	oproved Chemicals / ners in Room Fresheners Room	No No
Mechanical Equipment Location FISH 411  Filters Installed Properly Yes  Condensate Pan Clean Yes Cooli	Filters Clean Yes		nanical Room Clean of HVAC Unit Clean	Yes
Fresh Air Intake Location  Pollutant Sources Near Air Intake  Thru exterior w Parking Lot	all		esh Air Intake Free Obstruction	Yes
Observations HFSP and classroom Instructor to coordinate cle back door.	aning schedule due to	clutter. Kindergarte	n sand box area ou	t the
Corrective Actions to be Completed by Site Base Thoroughly clean horizontal surfaces Vacuum/wipe return grill	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	orrective Actions to b Repair HVAC to reduce Set temperature to	ce humidity level	▼ ▼
	▼			▼

## **IAQ Assessment**

Evaluation Date

Silver Ridge Elementary

March 11, 2014

Time of Day

11:45

Outdoor Conditions	Temp	erature	80	Relati	ve Humidity	52.8	Ambient CO2 4	23
		Range 72 - 78	Relative Hun	<del>i</del>	Range 0% - 60%	<b>CO</b> 145		ccupants
Noticeable Odor	No		Visible water da staining?		Visible mid growtl		Amount of material affected	
Ceiling 2' X 2	2' Lay in		No		No			
Walls Dr	ywall		No		No			
Floor 12" x	12" Vinyl		No		No			
Ceiling Clean	Yes		HVAC Su Grills Cle		Yes		HVAC Return Grills Clean	No
Walls Clean Flooring Clean	Yes		Inside of Duct Cle		Yes		Inside of Return Duct Clean	No
Room Surfaces Clean	No		Ceiling a Grills Cle		N/a			
Trash Removed	Yes		Exhaust Fans	Working	No		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	No		Drain T	raps We	N/A		Air Fresheners	No
Room Cluttered	Yes		Food if Stored in Sealed Contai		Yes		in Room	[NO]
Mechanical Equipm	ent Locatio	n FISH	505				Mechanical Room Clean	Yes
Filters Installed Prop	erly Y	'es	Filte	rs Clean	Yes		Inside of HVAC Unit Clean	Yes
Condensate Pan	Clean Y	es	Cooling Co	oil Clean	Yes			
Fresh Air Intake Loca		Thru	exterior wall			▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake			ing Lot			▼		
Observations								
HFSP and classroo	m Instruct	or to coc	rdinate cleanin	g sched	ule due to clut	ter.		
Corrective Actions	to he Com	nleted h	v Site Based St	aff	Correct	tivo Actic	ons to be Completed by Pi	20
Thoroughly		-		▼			ture to 72 - 78 degrees	-0  ▼
Vacuum/wipe return grill		▼			to reduce CO2 levels	▼		
				▼	Eva	aluate an	d repair exhaust fans	▼
				▼				▼
				▼				▼
				<b>▼</b>				▼