

managing risk with responsibility

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Risk Management Departm	ent

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October 7, 20	014 Signature on File	For Custodial Supervisor Use Only
TO:	Donna Aaron, Principal Sunshine Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On October 1, 2014, I conducted an assessment at **Sunshine Elementary School**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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, 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/tc Enc.

IAQ Assessment							
Sunshine	Elementary Evaluation Da	te October 1, 2014	Time of Day 10:3	0			
Outdoor Conditions Tempera	ature 85.2 Relative	e Humidity 75.6	Ambient CO2 422				
	nge Relative Humidity - 78 46.6 30	Range CO ² % - 60% 751	Range # Occu MAX 700 > Ambient	ipants			
Noticeable OdorNoCeiling2' X 4' Lay inWallsConcrete/tack board	Visible water damage / staining? No No	Visible microbial growth? No No	Amount of material affected				
Floor 12" x 12" Vinyl Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces No Clean No	No HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes Yes	Inside of Return	Yes Yes			
Trash RemovedYesSigns of PestsYesRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A		No No			
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes		Yes Yes			
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top No	▼	Fresh Air Intake Free	Yes			
Observations This room is being utilized as ar replace contents.	Art room. There are many cul	oby holes, remove cont	ents and dust appropriately	and			

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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