

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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May 1, 2014

Signature on File

TO: Michael Breslaw, Principal
Tradewinds Elementary School

FROM: Dan Meyer, 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 April 30, 2014, I conducted an assessment at **Tradewinds 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, 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

RK/tc
Enc.

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Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants					
150	75.9	72 - 78	44.9	30% - 60%	1077	MAX 700 > Ambient	25					
Noticeable Odor		No		Visible water damage / staining?		Visible microbial growth?		Amount of material affected				
Ceiling	2' X 4' Lay in		Yes		No		2 tiles					
Walls	Drywall		No		No							
Floor	12" x 12" Vinyl		No		No							
Ceiling Clean		Yes		HVAC Supply Grills Clean		Yes		HVAC Return Grills Clean		Yes		
Walls Clean		Yes		Inside of Supply Duct Clean		Yes		Inside of Return Duct Clean		Yes		
Flooring Clean		Yes		Ceiling at Supply Grills Clean		Yes						
Room Surfaces Clean		Yes										
Trash Removed		Yes		Exhaust Fans Working		Yes		Unapproved Chemicals / Cleaners in Room		Yes		
Signs of Pests		No		Drain Traps Wet		Yes		Air Fresheners in Room		No		
Room Cluttered		Yes		Food if Stored in Room is in Sealed Containers		Yes						
Mechanical Equipment Location			FISH #189				Mechanical Room Clean			Yes		
Filters Installed Properly		Yes		Filters Clean		Yes		Inside of HVAC Unit Clean			Yes	
Condensate Pan Clean		Yes		Cooling Coil Clean		Yes						
Fresh Air Intake Location		Outside of Room					Fresh Air Intake Free of Obstruction		Yes			
Pollutant Sources Near Air Intake		None										

Observations

2 stained ceiling tiles. Both tested for moisture and are dry. Room was slightly cluttered. No smells or signs of microbial growth. Roof leaks have been repaired - tiles need to be changed. Clean elevated surfaces. Non-approved cleaning chemicals need to be removed.

Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tiles	▼
Thoroughly clean elevated surfaces	▼
Encourage occupant to reduce clutter	▼
Remove non-approved chemicals	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

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Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
151	74.3	72 - 78	52	30% - 60%	1010	MAX 700 > Ambient	3	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		Yes		No		5 tiles	
Walls	Drywall		No		No			
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean		Yes						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		Yes
Signs of Pests		No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		Yes			
Mechanical Equipment Location		FISH #189				Mechanical Room Clean		Yes
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes			
Fresh Air Intake Location		Outside of Room				Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake		None						

Observations

5 stained ceiling tiles. Room was slightly cluttered. No smells or signs of microbial growth. Roof leaks have been repaired - tiles need to be changed. Dust build up on HVAC supply grills and elevated surfaces. Live plant (butterfly experiment) in the classroom. Non-approved cleaning chemical needs to be removed. Stuffed animals in classroom. Doors open to adjacent classrooms.

Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tile	▼
Thoroughly clean elevated surfaces	▼
Encourage occupant to reduce clutter	▼
Clean HVAC supply grills with Wexside	▼
Remove live plants from room	▼
Soil can be source of microbial growth	▼
Remove stuffed animals from room	▼
Ensure doors and windows remain closed	▼

Corrective Actions to be Completed by PPO

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Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
152	72.8	72 - 78	49.2	30% - 60%	1043	MAX 700 > Ambient	3
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' X 4' Lay in		Yes		No		3 tiles
Walls	Drywall		No		No		
Floor	12" x 12" Vinyl		No		No		
Ceiling Clean		Yes	HVAC Supply Grills Clean		No		HVAC Return Grills Clean
Walls Clean		Yes	Inside of Supply Duct Clean		Yes		Inside of Return Duct Clean
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes		
Room Surfaces Clean		Yes					
Trash Removed		Yes	Exhaust Fans Working		Yes		Unapproved Chemicals / Cleaners in Room
Signs of Pests		No	Drain Traps Wet		Yes		Air Fresheners in Room
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		Yes		
Mechanical Equipment Location			FISH #189			Mechanical Room Clean	
Filters Installed Properly		Yes	Filters Clean		Yes		Inside of HVAC Unit Clean
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes		
Fresh Air Intake Location		Outside of Room				Fresh Air Intake Free of Obstruction	
Pollutant Sources Near Air Intake		None				Yes	

Observations

Active roof leaks - 2 wet tiles. Room was slightly cluttered. No smells or signs of microbial growth. Dust build up on HVAC supply grills and elevated surfaces. Live plant (butterfly experiment) in the classroom. Stuffed animals in classroom. Doors open to adjacent classrooms. 3 tack boards in classroom all tested high for moisture. Recommend removing the cover paper. Work order generated for roof leaks - J647722

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean elevated surfaces	▼
Encourage occupant to reduce clutter	▼
Remove live plants from room	▼
Soil can be source of microbial growth	▼
Remove stuffed animals from room	▼
Ensure doors and windows remain closed	▼
Remove paper covering 3 tack boards	▼
Clean HVAC supply grills with Wexcide	▼

Corrective Actions to be Completed by PPO

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Outdoor Conditions

Temperature

87.8

Relative Humidity

62.4

Ambient CO2

625

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
153	73.2	72 - 78	49.6	30% - 60%	1007	MAX 700 > Ambient	25	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		No		No			
Walls	Drywall		No		No			
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean		Yes						
Trash Removed		Yes	Exhaust Fans Working		Yes	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered		Yes	Food if Stored in Room is in Sealed Containers		Yes			
Mechanical Equipment Location		FISH #189				Mechanical Room Clean		Yes
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		Yes
Condensate Pan Clean		Yes	Cooling Coil Clean		Yes			
Fresh Air Intake Location		Outside of Room				Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake		None						

Observations

Room was slightly cluttered. No smells or signs of microbial growth. Dust build up on HVAC supply grills and elevated surfaces.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean elevated surfaces	▼
Encourage occupant to reduce clutter	▼
Clean HVAC supply grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

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