

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	

Telephone: 754 321-1900 Fax:

754 321-1917

November 3, 20	14 Signature on File		For Custodial Supervisor Use Only
TO:	Danielle Smith, Principal Virginia Shuman Young Elementary S	chool	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department		
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On October 30, 2014, I conducted an assessment at Virginia Shuman Young 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.

Shelley Meloni, Executive Director, Facilities & Construction cc: 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

DM/tc Enc.

IAQ Assessment								
Young, Virginia Shuman Eleme	ntary Evaluation D	ate October 30, 2014	Time of Day 9	:30				
Outdoor Conditions Temperature	78.6 Relativ	ve Humidity 66.2	Ambient CO2 47	4				
Fish Temperature Range 301 73.2 72 - 78	Relative Humidity47.53	Range CO 0% - 60% 483		cupants 2				
Noticeable OdorNoCeiling2' X 4' Lay inWallsPlaster / DrywallFloorCarpet / VCT	Visible water damage / staining? No No No	Visible microbial growth? No No No	Amount of material affected					
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes No	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes				
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No				
Mechanical Equipment Location FISH Filters Installed Properly Yes Condensate Pan Clean No	#304A Filters Clean Cooling Coil Clean	No Yes	Mechanical Room Clean Inside of HVAC Unit Clean	No No				
Fresh Air Intake Location Ductor Pollutant Sources Near Air No	ed to roof-top	▼	Fresh Air Intake Free of Obstruction	Yes				
Observations Music room. Drain pan and interior of unit need to be cleaned. Filters need to be changed. Mechanical room needs to be cleaned. Fish #302 - Clean HVAC supply grills Fish #303 - Clean HVAC supply and return grills and ceilings around supply grills. Fish #304 - Clean HVAC supply and return grills and ceilings around supply grills. Fish #305 - Clean HVAC supply and return grills and ceilings around supply grills.								
Corrective Actions to be Completed b Clean surfaces in mechanical Remove and replace A/C fil Clean ceilings around HVAC sup Clean HVAC supply and return grills	y Site Based Staff I room V Iters V oply grills V	Corrective Actic	ons to be Completed by PP condensate pan C coil and interior of unit	0 V V V				

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Clean condensate pan	
Clean the HVAC coil and interior of unit	▼
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