

## managing risk with responsibility

Aston A. Henry, Supervisor Telephone: 754 321-1900 Risk Management Department Fax: 754 321-1917

May 7, 2012 Signature on File

TO: Lori Mendez, Principal

**Watkins Elementary School** 

FROM: Richard Rosa, Project Manager

Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only				
	Custodial Issues Addressed			
	Custodial Issues Not Addressed			

On May 1, 2012, I conducted an assessment at **Watkins Elementary School**. Attached are findings and recommendations for further assessment, remediation, or corrective actions, if 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: Area Superintendent

**Area Directors** 

Shelley Meloni, Executive Director, Facilities and Construction Management Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities and Construction Management Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union Federation of Public Employees

RR/tc Enc.

## **IAQ Assessment**

<u>Watkins Elementary</u> <b>Eval</b>	uation Date	May 1, 2012	Time of Day11:	15		
Outdoor Conditions Temperature 81.2	Relative	Humidity 64.3	Ambient CO2 481			
Fish         Temperature         Range         Relative Hum           146         74.9         72 - 78         53.4	<del>-i</del>		Range # Occ 324 MAX 700 > Ambient	upants		
Noticeable Odor No Visible water da staining?	•	Visible microbial growth?	Amount of material affected			
Ceiling 2' x 2' drop Yes		No	over sink < 1 sq ft	over sink < 1 sq ft		
Walls Drywall No		No				
Flore: 40" v 40" \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		No				
Pilor 12 x 12 Vinyi No		NO				
Ceiling Clean No HVAC Su Grills Cle		No	HVAC Return Grills Clean	No		
Walls Clean Yes Inside of		No	Inside of Return	No		
Flooring Clean Yes Duct Clean	an	NO	Duct Clean	No		
Room Surfaces No Ceiling a Clean Grills Cle		No				
Trash Removed Yes Exhaust Fans	Working	Yes	Unapproved Chemicals / Cleaners in Room	No		
Signs of Pests No Drain To	raps Wet	Yes	A			
Room Cluttered No Food if Stored in in Sealed Contain		Yes	Air Fresheners in Room	No		
Mechanical Equipment Location FISH 145 Mechanical Room Clean Y						
Filters Installed Properly Yes Filter	rs Clean	Yes	Inside of HVAC Unit Clean	Yes		
Condensate Pan Clean Yes Cooling Coil Clean Yes						
Fresh Air Intake Location Over top of exterior	mechanica	al room door ▼	Fresh Air Intake Free	Yes		
Pollutant Sources Near Air Intake Student Drop Off Dri	ive	▼				
Observations						
Pine Sol floor cleaner found in cabinet						
Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO						
Clean dust and debris from ceilings	an  ▼	Corrective Actions to be Completed by PPO  R/S grills and drops  ▼				
Thoroughly clean horizontal surfaces	<del> </del>		air cause of stained ceiling tile			
Clean HVAC supply grills with Wexcide		▼				
Vacuum HVAC return grills	<b>▼</b> Γ			▼		

Remove chemicals and/or air fresheners