

Aston A. Henry, Task Assigned Director
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

May 22, 2013

Signature on File

TO: Aimee Zekofsky, Principal
West Hollywood Elementary School

FROM: Richard Rosa, Project Manager
Facilities Design and Construction

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

On May 21, 2013, I conducted an assessment at **West Hollywood 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: Directors, School Performance & Accountability
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, Task Assigned Director, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RR/tc
Enc.

IAQ Assessment

West Hollywood Elementary

Evaluation Date May 21, 2013

Time of Day 11:15

Outdoor Conditions Temperature 88.7

Relative Humidity 59.1

Ambient CO2 428

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
130	71.2	72 - 78	48.8	30% - 60%	434	MAX 700 > Ambient	
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		2' x 4'		Plaster/Tack Board		12" x 12" Vinyl	
No		No		No		No	
		Yes		No		< 2 sq ft	
		No		No			

Ceiling Clean	<input type="checkbox"/> Yes	HVAC Supply Grills Clean	<input type="checkbox"/> Yes	HVAC Return Grills Clean	<input type="checkbox"/> Yes
Walls Clean	<input type="checkbox"/> No	Inside of Supply Duct Clean	<input type="checkbox"/> Yes	Inside of Return Duct Clean	<input type="checkbox"/> Yes
Flooring Clean	<input type="checkbox"/> Yes	Ceiling at Supply Grills Clean	<input type="checkbox"/> Yes		
Room Surfaces Clean	<input type="checkbox"/> No				

Trash Removed	<input type="checkbox"/> Yes	Exhaust Fans Working	<input type="checkbox"/> N/A	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/> No
Signs of Pests	<input type="checkbox"/> Yes	Drain Traps Wet	<input type="checkbox"/> No	Air Fresheners in Room	<input type="checkbox"/> No
Room Cluttered	<input type="checkbox"/> Yes	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/> N/A		

Mechanical Equipment Location	FISH 130A	Mechanical Room Clean	<input type="checkbox"/> Yes
Filters Installed Properly	<input type="checkbox"/> Yes	Filters Clean	<input type="checkbox"/> Yes
Condensate Pan Clean	<input type="checkbox"/> Yes	Cooling Coil Clean	<input type="checkbox"/> Yes

Fresh Air Intake Location	Thru exterior wall	Fresh Air Intake Free of Obstruction	<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake	No		

Observations

Water damaged wall observed over the fire blanket by the ceiling grid, chilled water lines over that area above the drop ceiling. Also there is a small amount of water damage by the right portion of the elevated window sill. There is also water damaged cabinetry under the sink, it is dry but wexcide can't remove the staining, double door sink. There are signs of insects under the sinks, droppings, and traps etc. Boxes are everywhere, cluttering the area. There is water on the floor in 130A, condensate drain pipe needs to be adjusted over the drain.

- Corrective Actions to be Completed by Site Based Staff**
- | | |
|--|---|
| Thoroughly clean horizontal surfaces | ▼ |
| Generate a work order for pest control | ▼ |
| Ensure water is poured down drains regularly | ▼ |
| Encourage occupant to reduce clutter | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |

- Corrective Actions to be Completed by PPO**
- | | |
|---|---|
| Evaluate and repair cause of water damage | ▼ |
| Remove and replace wall material as necessary | ▼ |
| Adjust condensate pipe over condensate drain | ▼ |
| | ▼ |
| | ▼ |
| See observations above for additional details | ▼ |
| | ▼ |
| | ▼ |