

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	t

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October 8, 2013	3 Signature on File	For Custodial Supervisor Use Only
TO:	Aimee Zekofsky, Principal West Hollywood Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	· · · · · · · · · · · · · · · · · · ·

On September 26, 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: 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

RR/tc Enc.

	IAQ Assess	ment				
West Hollywoo	od Elementary Evaluation Dat	te September 26, 2013	3 Time of Day 1	1:30		
Outdoor Conditions Temp	erature 87.6 Relative	e Humidity 76.3	Ambient CO2 4	84		
		Range CO <sup>2</sup> % - 60% 1128		ccupants		
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling 2' x 2' Walls Plaster	No       Yes	No Yes	< 2 sq ft			
Floor 12" x 12" Vinyl	No	No				
Ceiling Clean Yes Walls Clean No Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes		
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes				
Trash Removed Yes Signs of Pests Yes	Exhaust Fans Working Drain Traps Wet	Yes N/A	Unapproved Chemicals / Cleaners in Room	No		
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	Yes	Air Fresheners in Room	No		
Mechanical Equipment Locatio	on FISH 122C		Mechanical Room Clean	Yes		
Filters Installed Properly	Yes Filters Clean	Yes	Inside of HVAC Unit Clean	Yes		
Condensate Pan Clean Y	Zes Cooling Coil Clean	Yes				
Fresh Air Intake Location Pollutant Sources Near Air Intake	Exterior corridor No	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes		
Observations						
The wall stain appears to be microbial growth on dust behind classroom clutter, I advised the instructor and the HFSP to relocate the clutter and wipe wall stain and monitor. Insects debris is visible on the window sills. Evaluate the						

to relocate the clutter and wipe wall stain and monitor. Insects debris is visible on the window sills. Evaluate the window sills for water intrusion, check exterior caulking and scrape and re-paint the interior areas around the sills. The ceiling grid is badly rusted.

Corrective Actions to be Completed by Site Based Staff

Wipe down wall stain and monitor	▼
Thoroughly clean elevated surfaces	▼
Generate a work order for pest control	▼
	▼
	▼
	▼
	▼
	▼
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Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Evaluate cause of peeling paint by windows	▼
	▼
	▼
See observations for additional information	▼
	▼
	▼
	▼