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September 5, 2007

Signature on File

TO: Mr. Raymond LeFevre, Principal
Westchester Elementary School

FROM: Robert Krickovich, Coordinator, LEA
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 116 and 132

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On August 13, 2007 I conducted an assessment of FISH 116 and 132 at **Westchester Elementary School**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-1638.

cc: Dr. Joanne Harrison, Area Superintendent
Sharon Airaghi, Area Director
Jeffrey S. Moquin, Director, Risk Management
Denise Cone, Project Manager, Facilities and Construction Management
Gary Itzkowitz, Broward Teachers Union
Roy Jarrett, Federation of Public Employees
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division

RK/tc
Enc.

IAQ Assessment

Westchester Elementary School

Location Number
 Evaluation Requested
 Evaluation Date

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="116"/>	<input type="text" value="69.8"/>	<input type="text" value="72 - 78"/>	<input type="text" value="53.7"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="560"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="1"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Tackboard"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A - through light fixtures"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- Dead roaches in sink cabinet and insect debris in top drawer of sink cabinet
- Heavy dust and debris on wall behind teacher's desk - between cabinet and wall
- Temperature was low
- FISH 104 - HVAC room is being used as a storage area (boxes, chairs, carts, stage platforms, water jugs). Filters on all three units are clean. Unit with access panel has approximately 1/2 inch of standing water in the pan and a minor amount of slime build up.

-Recommendations:

Site Based Maintenance:

- Clean dead roaches and insect debris from sink cabinet and drawers
- Clean wall behind teacher's desk
- Adjust thermostat to increase temperature
- Remove items that are being stored in FISH 104
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations:

- Initiate a work order for pest control
- FISH 104 - clean all three HVAC units and associated duct work

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Westchester Elementary School

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="132"/>	<input type="text" value="73.9"/>	<input type="text" value="72 - 78"/>	<input type="text" value="53.3"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="578"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="2"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	
Wall Type	<input type="text" value="Tackboard"/>		<input type="text" value="Yes"/>	<input type="text" value="No"/>		<input type="text" value="See below"/>	
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A - through light fixtures"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- One water damaged wall panel over sink cabinet (dry at the time of the assessment)
- Dust and debris on wall between cabinet and restroom wall
- One stained ceiling tile over cabinet in corner and one stained ceiling tile at HVAC supply grill by door to room
- FISH 104 - HVAC room is being used as a storage area (boxes, chairs, carts, stage platforms, water jugs). Filters on all three units are clean. Unit with access panel has approximately 1/2 inch of standing water in the pan and a minor amount of slime build up.

-Recommendations:

Site Based Maintenance:

- Clean wall between cabinet and restroom wall
- Remove items that are being stored in FISH 104
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations:

- Evaluate cause of staining on wall over sink cabinet and on ceiling tiles over cabinet in corner and at HVAC supply grill by door to room and repair as appropriate. Repair or replace wall material and stained ceiling tiles as appropriate.
- FISH 104 - clean all three HVAC units and associated duct work