

# RISK MANAGEMENT...

managing risk with responsibility

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October 2, 2009

**Signature on File**

TO: Mr. Raymond LeFevre, Principal  
**Westchester Elementary School**

FROM: Edward See, Project Manager  
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment  
**FISH 107**

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

On October 1, 2009, I conducted an assessment of FISH 107 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. 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 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 754-321-1900.

cc: Sharon Airaghi, Area Superintendent  
Anne Dilgen, Area Director  
Jeffrey S. Moquin, Executive Director, Support Operations  
Aston Henry, Supervisor, Risk Management  
Denise Cone, Project Manager, Facilities and Construction Management  
Ruby Fitzgerald, 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  
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc  
Enc.

# IAQ Assessment

Location Number 2681  
 Evaluation Requested September 29, 2009  
 Evaluation Date October 1, 2009

Westchester Elementary School

Time of Day 8:30 am

Outdoor Conditions      Temperature 81      Relative Humidity 65.7      Ambient CO2 427

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
107	73.3	72 - 78	55.9	30% - 60%	1007	Max 700 > Ambient	3
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Yes		No		No		None	
Ceiling Type	2 x 4 Lay In		No	No		None	
Wall Type	Tackable		Yes	No		@ 4 square feet	
Flooring	Carpet		No	No		None	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	No	Yes	Yes	Remove and replace ceiling tile
Walls	No	Yes	Yes	PPO evaluate
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills				N/A
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	Yes	No	No	

**Observations**

**Findings:**

- Current A/C project in progress through Facilities and Construction Management
- No A/C return in room
- Carpet is worn and stained
- 1 broken ceiling tile
- Visible staining (old) on wall in Southwest corner of room

**Recommendations:**

**Site Based Maintenance:**

- Generate a work order through COMPASS to evaluate carpet for replacement
- Remove and replace broken ceiling tile
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

**Physical Plant Operation:**

- Evaluate for cause of staining on wall in Southwest corner of room and repair as appropriate. Repair/replace wall material as necessary

**Facilities and Construction Management:**

- Evaluate room for installation of A/C return and incorporate into current A/C project