

Aston A. Henry, Supervisor Risk Management Department

managing risk with responsibility

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April 10, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Ms. Melissa Frame-Geraine, Principal Westchester Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities and Construction Management	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 29, 2012, I conducted an assessment at **Westchester 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: 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

RK/tc Enc.

IAQ Assessment							
Westchester	r Elementary Evaluation Dat	te March 29, 2012	Time of Day 1	1:45			
Outdoor Conditions Tempera	ature 78.9 Relative	e Humidity 50.6	Ambient CO2 4	64			
		Range CO ² % - 60% 880		ccupants 2			
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' X 4' Lay in	Yes	No	2 stained tiles				
Walls Tack Board Floor 12" x 12" Vinyl	No No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	N/a			
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No					
Trash Removed Yes	Exhaust Fans Working	No	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes N/A	Air Fresheners in Room	No			
Mechanical Equipment Location	FISH 149		Mechanical Room Clean				
Filters Installed Properly	Filters Clean Cooling Coil Clean		Inside of HVAC Unit Clean				
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	▼	Fresh Air Intake Free of Obstruction	Yes			
Observations							
Restroom door was blocked open with a trash can at the time of the assessment - restroom (141A) fan not working properly - Room has strong odor from restroom not being cleaned properly - Return air is through light fixtures - AHU Room (149) being used for storage - A/C filters in unit closest to the door had heavy dust and debris, could not see other unit							

Corrective Actions to be Completed by Site Based Staff

	▼
	▼
	▼
	▼
Clean ceilings around HVAC supply grills	▼
Remove storage from mechanical room	▼
Remove and replace A/C filters	▼
Thoroughly clean and sanitize restroom	▼

Corrective Actions to be Completed by PPO

Repair exhaust fan in 141A	▼
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