

## managing risk with responsibility

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December 13, 2012 Signature on File

TO: Melissa Frame-Geraine, Principal

**Westchester Elementary School** 

FROM: Robert Krickovich, Coordinator I, LEA

Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

| For Custodial Supervisor Use Only |                                |  |
|-----------------------------------|--------------------------------|--|
|                                   | Custodial Issues Addressed     |  |
|                                   | Custodial Issues Not Addressed |  |
|                                   |                                |  |
|                                   |                                |  |

On November 27, 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: Directors, School Performance & Accountability
Shelley Meloni, Executive Director, Facilities Design and Construction
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Supervisor, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RK/tc Enc.

## **IAQ Assessment**

| Westchester Elementary Eval  | iluation Date November 27, 2012 Time of Day 10:30   |  |  |  |
|--|---|--|--|--|
| Outdoor Conditions Temperature 80.7  | Relative Humidity 56.9 Ambient CO2 485  |  |  |  |
| Fish         Temperature         Range         Relative Hun           860         74.4         72 - 78         62.7  | midity Range CO <sup>2</sup> Range # Occupants  30% - 60% 1115 MAX 700 > 24  Ambient                                |  |  |  |
| Noticeable Odor No Visible water day staining?  Ceiling 2' X 4' Lay in No  Walls Drywall No  Floor 12" x 12" Vinyl No  |   |  |  |  |
| Ceiling Clean  Yes  Walls Clean  Flooring Clean  Room Surfaces Clean  Yes  HVAC Surfaces Grills Cle Inside of Duct Cle Ceiling a Grills Cle  | ean No Grills Clean No Inside of Return Duct Clean No No Part Supply  |  |  |  |
| Trash Removed Yes Exhaust Fans Signs of Pests No Drain T Room Cluttered Yes Food if Stored in in Sealed Contain  | Cleaners in Room Yes Air Fresheners In Room is In Room  |  |  |  |
| Mechanical Equipment Location Back of Room  Filters Installed Properly N/A Filter  Condensate Pan Clean N/A Cooling Co   | Mechanical Room Clean N/A  ers Clean N/A Inside of HVAC Unit Clean N/A  oil Clean N/A                               |  |  |  |
| Fresh Air Intake Location  Pollutant Sources Near Air Intake  Outside of Unit  None  | ▼ Fresh Air Intake Free of Obstruction Yes  |  |  |  |
| Observations  Dust on elevated surfaces - Dust / debris on floors along edges and in corners - room cluttered - materials around all walls on all areas of flooring - HVAC supply grills dusty - Ceilings at supply grills dusty - Formula 409, "Nice"  Disinfectant spray, & Clorox wipes in room - Humidity elevated |   |  |  |  |
| Corrective Actions to be Completed by Site Based St Clean ceilings around HVAC supply grills Clean HVAC supply grills with Wexcide   | taff  Corrective Actions to be Completed by PPO  Repair HVAC to reduce humidity level  Clean inside of HVAC unit  ▼ |  |  |  |
| Thoroughly clean and sanitize flooring  Thoroughly clean all surfaces  Encourage occupant to reduce clutter  | ▼         ▼         ▼         ▼         ▼         ▼   |  |  |  |
|  | ▼   |  |  |  |