

managing risk with responsibility

Aston A. Henry, Task Assigned Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917
May 2, 2013	Signature on File	For Custodial Supervisor Use Only	
TO:	Melissa Geraine, Principal Westchester Elementary School		ies Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities Design and Construction		aes Not Addressed
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On April 8, 2013, 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: 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, 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 Evaluation Date	e April 8, 2013	Time of Day 1	0:15			
Outdoor Conditions Tempera	ature 80.2 Relative	Humidity 49.8	Ambient CO2 4	58			
		Range CO ² % - 60% 1155		ccupants 2			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling2' X 4' Lay inWallsTack BoardFloor12" x 12" Vinyl	No No No	No No No					
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	N/a N/A			
Trash RemovedYesSigns of PestsNoRoom ClutteredYes	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No			
Mechanical Equipment Location Filters Installed Properly No Condensate Pan Clean Yes		Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes			
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	▼ ▼	Fresh Air Intake Free of Obstruction	Yes			
Observations Return air through light fixtures to plenum above - Room cluttered - AHU-5 missing filter filler panels allowing air by-							
pass (coils dirty)							

Corrective Actions to be Completed by Site Based Staff

Encourage occupant to reduce clutter	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Install missing filter filler panels	▼
Clean HVAC coil	▼
	▼
	▼
	▼
	▼
	▼
	▼