

SUBJECT:

managing risk with responsibility

Aston A. Henry Risk Managem	y, Director ent Department	Telephone: Fax:	754 321-1900 754 321-1917		
October 15, 201	3 Signature on File	For Custodial S	For Custodial Supervisor Use Only		
TO:	Melissa Frame-Geraine, Principal Westchester Elementary School	Custodial Issues Addressed Custodial Issues Not Addressed			
FROM:	Robert Krickovich, Coordinator I, LEA Risk Management Department				

On October 10, 2013, I conducted an assessment at **Westchester Elementary School**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

Indoor Air Quality (IAQ) Assessment

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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

IAQ Assessment

Westchester Elementary

Evaluation Date October 10, 2013

Time of Day

11:30

Outdoor Conditions	Temperature	94.1 Re	lative Humidit	y 51.4	Ambient CO2	176	
Fish Tempera 127 76.8		Relative Humidity 47.2	Range 30% - 60%	92		ccupants 2	
Noticeable Odor Ceiling 2' X 4' L		Visible water damag staining?	C /	e microbial rowth?	Amount of material affected		
Walls Tack B Floor 12" x 12"		No No		No No			
	res res	HVAC Supply Grills Clean	Yes		HVAC Return Grills Clean	N/a	
	⁄es	Inside of Sup Duct Clean	Ply Yes		Inside of Return Duct Clean	N/A	
Room Surfaces Clean	⁄es	Ceiling at Sup Grills Clean	Yes				
_	res .	Exhaust Fans Work			Unapproved Chemicals / Cleaners in Room	No	
	No No	Drain Traps Food if Stored in Roo in Sealed Containers			Air Fresheners in Room	No	
Mechanical Equipment Location FISH 149 Mechanical Room Clean Yes							
Filters Installed Properly		Filters Cla			Inside of HVAC Unit Clean	Yes	
Condensate Pan Clean Yes Cooling Coil Clean No							
Fresh Air Intake Location Pollutant Sources Near Air Intake Roof top Fresh Air Intake Free of Obstruction Yes						Yes	
Observations							
HVAC return through I	ight fixtures (no	n ducted) - Dust and	d debris on H\	/AC air filter	s - minor dust on coil		
Corrective Actions to be Completed by Site Based Staff Remove and replace A/C filters ▼ Corrective Actions to be Completed by PPO Evaluate coils for cleaning ▼							
Neillove all	iu repiace AVC II	V V		Evaluati	e cons for cleaning		
		▼				▼	
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IAQ Assessment

Westchester Elementary Eva	aluation Date October 10, 2013 Time of Day 11:30								
Outdoor Conditions Temperature 94.1	Relative Humidity 51.4 Ambient CO2 476								
Fish Temperature Range Relative Hur 875 71.6 72 - 78 53.2	midity Range CO² Range # Occupants 30% - 60% 872 MAX 700 > Ambient 23								
Noticeable Odor No Visible water do staining									
Ceiling 2' X 4' Lay in No	No								
Walls Drywall No	No								
Floor 12" x 12" Vinyl No	No								
Ceiling Clean Yes HVAC S									
Walls Clean Yes Inside of Duct Cle	of Supply ean Yes Inside of Return Duct Clean Yes								
Room Surfaces Yes Ceiling a Grills Cl	at Supply lean Yes								
Trash Removed Yes Exhaust Fans	Cleaners in Room No								
Signs of Pests No Drain T	Traps Wet N/A Air Fresheners No								
Room Cluttered No Food if Stored in Sealed Conta	n Room is in Room								
Mechanical Equipment Location Bard in room Mechanical Room Clean N/A									
Filters Installed Properly Yes Filters Clean No Inside of HVAC Unit Clean N/A									
Condensate Pan Clean N/A Cooling Coil Clean N/A									
Fresh Air Intake Location Outside of Room Fresh Air Intake Free of Obstruction Yes									
Pollutant Sources Near Air									
Observations									
Complaint of previous staining of ceiling due to water leaking from second floor when stripping floor tile - No signs of water damage or microbial growth above ceilings - Heavy dust and debris on HVAC air filters - 1" filter not changed in three months - Standing water on ground outside of fresh air intake for room, between wall and condenser units and under air intake grills.									
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO									
Change 1" air filters monthly ▼ Repair grade outside of room to prevent standing ▼									
	▼ water near air intake grills ▼								
	▼ ▼								
	▼ ▼								