

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
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April 24, 2014

Signature on File

TO: Melissa Frame-Geraine, Principal
Westchester Elementary School

FROM: Dan Meyer, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

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

On March 26, 2014, 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 not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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

Time of Day

Outdoor Conditions Temperature

Relative Humidity

Ambient CO2

| | | | | | | | |
|----------------------------------|---|--------------------------------------|-----------------------------------|--|----------------------------------|---|--------------------------------|
| Fish | Temperature | Range | Relative Humidity | Range | CO ² | Range | # Occupants |
| <input type="text" value="872"/> | <input type="text" value="70.1"/> | <input type="text" value="72 - 78"/> | <input type="text" value="47.3"/> | <input type="text" value="30% - 60%"/> | <input type="text" value="443"/> | <input type="text" value="MAX 700 > Ambient"/> | <input type="text" value="3"/> |
| Noticeable Odor | | <input type="text" value="No"/> | Visible water damage / staining? | | Visible microbial growth? | | Amount of material affected |
| Ceiling | <input type="text" value="2' X 4' Lay in"/> | | <input type="text" value="No"/> | | <input type="text" value="No"/> | | <input type="text"/> |
| Walls | <input type="text" value="Drywall"/> | | <input type="text" value="No"/> | | <input type="text" value="No"/> | | <input type="text"/> |
| Floor | <input 12"="" type="text" value="12" vinyl"="" x=""/> | | <input type="text" value="No"/> | | <input type="text" value="No"/> | | <input type="text"/> |

| | | | | | |
|---------------------|----------------------------------|--------------------------------|----------------------------------|-----------------------------|----------------------------------|
| Ceiling Clean | <input type="text" value="Yes"/> | HVAC Supply Grills Clean | <input type="text" value="Yes"/> | HVAC Return Grills Clean | <input type="text" value="Yes"/> |
| Walls Clean | <input type="text" value="Yes"/> | Inside of Supply Duct Clean | <input type="text" value="Yes"/> | Inside of Return Duct Clean | <input type="text" value="Yes"/> |
| Flooring Clean | <input type="text" value="Yes"/> | Ceiling at Supply Grills Clean | <input type="text" value="Yes"/> | | |
| Room Surfaces Clean | <input type="text" value="Yes"/> | | | | |

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|----------------|----------------------------------|--|----------------------------------|---|---------------------------------|
| Trash Removed | <input type="text" value="Yes"/> | Exhaust Fans Working | <input type="text" value="N/A"/> | Unapproved Chemicals / Cleaners in Room | <input type="text" value="No"/> |
| Signs of Pests | <input type="text" value="No"/> | Drain Traps Wet | <input type="text" value="N/A"/> | Air Fresheners in Room | <input type="text" value="No"/> |
| Room Cluttered | <input type="text" value="Yes"/> | Food if Stored in Room is in Sealed Containers | <input type="text" value="No"/> | | |

| | | | | | |
|-------------------------------|--|--------------------|----------------------------------|----------------------------------|----------------------------------|
| Mechanical Equipment Location | <input type="text" value="Floor Mounted in Room"/> | | Mechanical Room Clean | <input type="text" value="N/A"/> | |
| Filters Installed Properly | <input type="text" value="Yes"/> | Filters Clean | <input type="text" value="Yes"/> | Inside of HVAC Unit Clean | <input type="text" value="Yes"/> |
| Condensate Pan Clean | <input type="text" value="Yes"/> | Cooling Coil Clean | <input type="text" value="Yes"/> | | |

| | | | |
|-----------------------------------|--|--------------------------------------|----------------------------------|
| Fresh Air Intake Location | <input type="text" value="Outside of Unit"/> | Fresh Air Intake Free of Obstruction | <input type="text" value="Yes"/> |
| Pollutant Sources Near Air Intake | <input type="text" value="None"/> | | |

Observations

Empty classroom during the time of inspection. Multiple stuffed animals. Throw rugs and big pillows in classroom need to be removed.

Corrective Actions to be Completed by Site Based Staff

| | |
|--|---|
| Encourage occupant to reduce clutter | ▼ |
| Store items in plastic containers with lids | ▼ |
| Remove stuffed animals, throw rugs, pillows and seat cushions as these items, if not cleaned properly can be a source of allergens | ▼ |
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Corrective Actions to be Completed by PPO

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IAQ Assessment

Westchester Elementary

Evaluation Date

Time of Day

Outdoor Conditions Temperature

Relative Humidity

Ambient CO2

| | | | | | | | |
|-----------------------------------|---|--|-----------------------------------|--|---|---|----------------------------------|
| Fish | Temperature | Range | Relative Humidity | Range | CO ² | Range | # Occupants |
| <input type="text" value="874"/> | <input type="text" value="70.3"/> | <input type="text" value="72 - 78"/> | <input type="text" value="49.7"/> | <input type="text" value="30% - 60%"/> | <input type="text" value="458"/> | <input type="text" value="MAX 700 > Ambient"/> | <input type="text" value="3"/> |
| Noticeable Odor | | <input type="text" value="No"/> | Visible water damage / staining? | | Visible microbial growth? | | Amount of material affected |
| Ceiling | <input type="text" value="2' X 4' Lay in"/> | | <input type="text" value="No"/> | | <input type="text" value="No"/> | | <input type="text"/> |
| Walls | <input type="text" value="Drywall"/> | | <input type="text" value="No"/> | | <input type="text" value="No"/> | | <input type="text"/> |
| Floor | <input 12"="" type="text" value="12" vinyl"="" x=""/> | | <input type="text" value="No"/> | | <input type="text" value="No"/> | | <input type="text"/> |
| Ceiling Clean | <input type="text" value="Yes"/> | HVAC Supply Grills Clean | <input type="text" value="Yes"/> | | HVAC Return Grills Clean | <input type="text" value="Yes"/> | |
| Walls Clean | <input type="text" value="Yes"/> | Inside of Supply Duct Clean | <input type="text" value="Yes"/> | | Inside of Return Duct Clean | <input type="text" value="Yes"/> | |
| Flooring Clean | <input type="text" value="Yes"/> | Ceiling at Supply Grills Clean | <input type="text" value="Yes"/> | | | | |
| Room Surfaces Clean | <input type="text" value="Yes"/> | | | | | | |
| Trash Removed | <input type="text" value="Yes"/> | Exhaust Fans Working | <input type="text" value="N/A"/> | | Unapproved Chemicals / Cleaners in Room | <input type="text" value="No"/> | |
| Signs of Pests | <input type="text" value="No"/> | Drain Traps Wet | <input type="text" value="N/A"/> | | Air Fresheners in Room | <input type="text" value="Yes"/> | |
| Room Cluttered | <input type="text" value="Yes"/> | Food if Stored in Room is in Sealed Containers | <input type="text" value="Yes"/> | | | | |
| Mechanical Equipment Location | <input type="text" value="Floor Mounted in Room"/> | | | | | Mechanical Room Clean | <input type="text" value="N/A"/> |
| Filters Installed Properly | <input type="text" value="Yes"/> | Filters Clean | <input type="text" value="Yes"/> | | Inside of HVAC Unit Clean | <input type="text" value="Yes"/> | |
| Condensate Pan Clean | <input type="text" value="Yes"/> | Cooling Coil Clean | <input type="text" value="Yes"/> | | | | |
| Fresh Air Intake Location | <input type="text" value="Outside of Unit"/> | | | | | Fresh Air Intake Free of Obstruction | <input type="text" value="Yes"/> |
| Pollutant Sources Near Air Intake | <input type="text" value="None"/> | | | | | | |

Observations

Classroom was empty at the time of the assessment. Multiple stuffed animals, throw rugs, seat cushions and big pillows in classroom need to be removed.

Corrective Actions to be Completed by Site Based Staff

| | |
|--|---|
| Encourage occupant to reduce clutter | ▼ |
| Remove air fresheners | ▼ |
| Remove stuffed animals, throw rugs, pillows and seat cushions as these items, if not cleaned properly can be a source of allergens | ▼ |
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Corrective Actions to be Completed by PPO

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