

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Department	

754 321-1900 Telephone: Fax:

754 321-1917

April 13, 2015	Signature on File	
71pm 10, 2010	orginatare on the	For Custodial Supervisor Use Only
TO:	Melissa Frame-Geraine, Principal	Custodial Issues Addressed
	Westchester Elementary	Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 10, 2015, 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 754-321-1900.

cc: Shelley Meloni, Executive Director, 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

DM/jj Enc.

	IAQ Assess	nent		
Westcheste	r Elementary Evaluation Date	e April 10, 2015	Time of Day 11:0	MA 00
Outdoor Conditions Temper	ature 85.7 Relative	Humidity 62.7	Ambient CO2 4	17
		Range CO ² % - 60% 706	Range # Oc MAX 700 > Ambient	2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	Νο	No		
Walls Drywall/Tackboard	No	No		
Floor 12" x 12" Vinyl	 No	No		
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	Yes	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	FISH #149		Mechanical Room Clean	Yes
Filters Installed Properly Ye	s Filters Clean	Yes	nside of HVAC Unit Clean	Yes
Condensate Pan Clean Ye	s Cooling Coil Clean	Yes		
Fresh Air Intake Location	Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No	▼	of Obstruction	
Observations				
No signs of microbial growth. C	Classroom had no odors at the ti	me of inspection.		

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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	IAQ Assess	ment		
Westchester	Elementary Evaluation Dat	e April 10, 2015	Time of Day 11:	00 AM
Outdoor Conditions Tempera	ture 85.7 Relative	Humidity 62.7	Ambient CO2 4	17
		Range CO % - 60% 611		ccupants 2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywall/TackboardFloor12" x 12" Vinyl	No No	No No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	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	Yes
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air	Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Intake Observations				
No signs of microbial growth. Cl classroom door being left open. them for better air flow.				

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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