

managing risk with responsibility

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January 31, 2013

Signature on File

TO: Gwendolyn Burney, Principal

Westwood Heights Elementary School

FROM: Richard Rosa, Project Manager

Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only		
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On January 29, 2013, I conducted an assessment at **Westwood Heights 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

RR/tc Enc.

January 29, 2013

Time of Day

2:10

Evaluation Date

Westwood Heights Elementary

Outdoor Conditions Temperature 81.8	Relative Hu	umidity 62.8	Ambient CO2 4	19
Fish Temperature Range Relative Hun 201 71.7 72 - 78 52.6	nidity Rar		Range # 0 MAX 700 > Ambient	ccupants
Noticeable Odor No Visible water da staining?		Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4' No		No		
Walls Drywall No		No		
Floor Carpet Yes		No	<4 sq ft	
Ceiling Clean No HVAC Su		Yes	HVAC Return Grills Clean	No
Walls Clean Yes Inside of Flooring Clean Yes Duct Cle		Yes	Inside of Return Duct Clean	Yes
	t Supply	No	Duct Glean	
Trash Removed Yes Exhaust Fans	_	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Drain T Room Cluttered Yes Food if Stored in Sealed Contai	ے Room is ہ	N/A	Air Fresheners in Room	No
Mechanical Equipment Location FISH 207			Mechanical Room Clean	Yes
	rs Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes Cooling Co	oil Clean	Yes		
Fresh Air Intake Location Roof top		▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake		▼		
Observations				
Water staining on the carpet adjacent to the exterior s the media center, there is heavy dust on the horizonta			ping appears to be intact. F	-201 is
Corrective Actions to be Completed by Site Based St	aff	Corrective Ac	tions to be Completed by Pl	PO
Shampoo the stains in carpet, and ventilate	V			▼
Clean dust from ceiling tiles or replace	 ▼ 			▼
Thoroughly clean horizontal surfaces Vacuum/wipe HVAC return grill	 ▼ 			▼
vacadiii/wipe iivAo returii giiii	 •			•
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				▼
				▼

January 29, 2013

Time of Day

1:00

Evaluation Date

Westwood Heights Elementary

Outdoor Conditions Temperature 81.8	Relative Humidity 62.8 Ambient CO2 419
Fish Temperature Range Relative Hur 730 70.3 72 - 78 47.5	midity Range <u>CO</u> ² Range # Occupants 30% - 60% 1129 MAX 700 > 25 Ambient
Noticeable Odor No Visible water da staining?	
Ceiling 2' x 4' No	No
Walls Plaster No	No
Floor 12" x 12" Vinyl No	No
Ceiling Clean No HVAC St	
Walls Clean Yes Inside of Flooring Clean Yes Duct Cle	f Supply ean Inside of Return Puct Clean Yes
	at Supply
Grins Cir	
Trash Removed Yes Exhaust Fans	Working Yes Unapproved Chemicals / Cleaners in Room No
Signs of Pests No Drain T	Fraps Wet N/A
Room Cluttered No Food if Stored in Sealed Contain	
Mechanical Equipment Location FISH 734	Mechanical Room Clean Yes
. ,]	ers Clean Yes Inside of HVAC Unit Clean Yes
Condensate Pan Clean Yes Cooling Co	coil Clean Yes
Fresh Air Intake Location Roof top	▼ Fresh Air Intake Free of Obstruction Yes
Pollutant Sources Near Air Intake	▼
Observations	
Corrective Actions to be Completed by Site Based St	taff Corrective Actions to be Completed by PPO
Clean dust from ceiling tiles or replace	▼ ▼
Thoroughly clean horizontal surfaces	▼
	
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Evaluation Date

Westwood Heights Elementary

January 29, 2013

Time of Day

1:20

Outdoor Conditions T	Гетрегаture	81.8 R	elative Humidity	62.8	Ambient CO2	119
Fish Temperatu 736 66.5	re Range 72 - 78	Relative Humidit	y Range 30% - 60%	899	_	occupants 0
Noticeable Odor	No	Visible water dama staining?	ge / Visible n grov		Amount of material affected	
Ceiling 2' x 4' Walls Plaster Floor 12" x 12" Vir		No No	N N	•		
Ceiling Clean Walls Clean Flooring Clean Room Surfaces Clean	s s	HVAC Suppl Grills Clean Inside of Su Duct Clean Ceiling at Su Grills Clean	pply Yes		HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Trash Removed Signs of Pests Room Cluttered No		Exhaust Fans Wo Drain Traps Food if Stored in Ro in Sealed Containers	s Wet N/A		Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Lo Filters Installed Properly Condensate Pan Clean	Yes	734 Filters C Cooling Coil C			Mechanical Room Clean Inside of HVAC Unit Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof r No	top		▼	Fresh Air Intake Free of Obstruction	Yes
Observations						
Corrective Actions to be	Completed by	y Site Based Staff ▼	1		ons to be Completed by P ture to 72 - 78 degrees	PO V
		\ \ \ \				▼ ▼ ▼
		▼ ▼				▼ ▼

Westwood Heights Elementary E	valuation Date January 29, 2	2013 Time of Day 1:45
Outdoor Conditions Temperature 81.8	Relative Humidity 62.	.8 Ambient CO2 419
Fish Temperature Range Relative I 738 70.7 72 - 78 35.		CO ² Range # Occupants 937 MAX 700 > 0 Ambient
Noticeable Odor No Visible wate staini		al Amount of material affected
Ceiling 2' x 4' No	No	
Walls Plaster No	No	
Floor 12" x 12" Vinyl No	No	
Grills	Supply Clean Yes	HVAC Return Grills Clean Yes
	e of Supply Clean	Inside of Return Duct Clean Yes
	g at Supply Clean	
	ns Working Yes	Unapproved Chemicals / Cleaners in Room
Signs of Pests No Drai Room Cluttered No Food if Store in Sealed Cor	N/A	Air Fresheners No in Room
Mechanical Equipment Location FISH 734		Mechanical Room Clean Yes
Filters Installed Properly Yes F	ilters Clean Yes	Inside of HVAC Unit Clean Yes
Condensate Pan Clean Yes Cooling	Coil Clean Yes	
Fresh Air Intake Location Pollutant Sources Near Air Intake		Fresh Air Intake Free of Obstruction
Intake Observations	L	<u> </u>
Observations		
Corrective Actions to be Completed by Site Based	Staff Corrective	Actions to be Completed by PPO
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