

managing risk with responsibility

Aston A. Henry, Task Assigned Director	Telephone:	754 321-1900
Risk Management Department	Fax:	754 321-1917

April 22, 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					
	Custodial Issues Addressed				
	Custodial Issues Not Addressed				
-	_				

On March 25, 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, 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, Task Assigned Director, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RR/tc Enc.

March 25, 2013

Time of Day

12:30

Evaluation Date

Outdoor Conditions Temperature 79.7	Relative H	umidity 38.6	An	nbient CO2 4	115
Fish Temperature Range Relative Hum 713 73.7 72 - 78 40.1	idity Ra		CO ² 406 I	Range # O MAX 700 > [Ambient	ccupants
Noticeable Odor No Visible water da staining?		Visible microbial growth?	r	Amount of naterial affected	06
Ceiling 2' x 4' Yes		No	Васк	corner of room <	2 sq ft
Walls Drywall No Floor 12" x 12" Vinyl No		No No			
Floor 12" x 12" Vinyl No		No			
Ceiling Clean No HVAC Su Grills Cle		Yes		HVAC Return Grills Clean	Yes
Flooring Clean Yes Inside of Duct Clean		Yes		Inside of Return Duct Clean	Yes
Room Surfaces No Ceiling a Grills Clean	։ Supply լ	No		Duct Glean	
Trash Removed Yes Exhaust Fans	Working [Yes		oved Chemicals /	No
Signs of Pests No Drain T	aps Wet [Yes			
Room Cluttered No Food if Stored in in Sealed Contain		N/A	in Ro	esheners om	No
Mechanical Equipment Location FISH 717			Mechar	nical Room Clean	Yes
Filters Installed Properly Yes Filter	s Clean	Yes	Inside of	HVAC Unit Clean	Yes
Condensate Pan Clean Yes Cooling Co	il Clean	Yes			
Fresh Air Intake Location Roof top		▼		h Air Intake Free	Yes
Pollutant Sources Near Air Intake		▼		bstruction	
Observations					
Corrective Actions to be Completed by Site Based St				Completed by Pl	
Replace stained ceiling tiles after repair Thoroughly clean horizontal surfaces	▼ E	evaluate and rep	air cause of	stained ceiling t	iles ▼ ▼
Clean ceilings around HVAC supply grills	▼				▼
	▼				▼
	▼				▼
	▼				▼
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March 25, 2013

Time of Day

12:30

Evaluation Date

Outdoor Conditions	Temper	ature [79.7	Rela	tive Humidity	y 38.	.6	Ambient	t CO2	415
		ange 2 - 78	Relative Hu	ımidity	Range 30% - 60%		CO ² 419	Ranç MAX 7 Ambi	700 >	Occupants
Noticeable Odor	No	, ¬	Visible water of staining			microbia	al		ount of al affected	
,	x 4']	No No		L	No				
	ywall] 1	No		L	No				
Floor 12" x 1	12" Vinyl	<u> </u>	No		L	No				
Ceiling Clean Walls Clean	Yes		HVAC S Grills C		Yes			HVAC Grills	Return Clean	Yes
Flooring Clean	No		Inside o Duct Cl	of Supply lean	Yes			Inside Duct C	of Return Clean	Yes
Room Surfaces Clean	No		Ceiling Grills C	at Supp lean	No No					
Trash Removed	Yes		Exhaust Fan					Unapproved (Cleaners in R		No
Signs of Pests	Yes			Traps W				Air Freshen	ers	No
Room Cluttered	No		Food if Stored n Sealed Cont		is N/A			in Room		
Mechanical Equipme	ent Location	FISH 7	717					Mechanical R	oom Clean	Yes
Filters Installed Prop		_	Filt	ers Clea			ļ	Inside of HVAC	Unit Clean	Yes
Condensate Pan C	Clean Yes	<u>ម</u>	Cooling (Coil Clea	n Yes	=	_		_	_
Fresh Air Intake Loca	ation	Roof t	top				▼	Fresh Air I		Yes
Pollutant Sources Ne Intake	ar Air	No					▼	of Obstruc	tion	100
Observations										
Recommend for sch	ool staff to	clean th	ne bug droppi	ings fro	m wall surfac	ces behi	nd th	e television se	et.	
Corrective Actions					Cor	rective A	Action	ns to be Comp	oleted by P	
Generate a w Thoroughly				▼						▼
Clean ceilings				▼						▼
	s sweeping			▼						
See o	bservations	s above		 ▼ 						▼
				▼						▼
				▼						▼

March 25, 2013

Time of Day

12:30

Evaluation Date

Outdoor Conditions Temperature 79.7	Relative Humidity 38.6 Ambient CO2 415
Fish Temperature Range Relative Hu 715 71.6 72 - 78 43.5	
Noticeable Odor No Visible water of staining	
Ceiling 2' x 4' Yes	No Back corner of room < 2 sq ft
Walls Drywall No Floor 12" x 12" Vinyl No	No No
NO NO	J NO L
Ceiling Clean No HVAC S Grills C Walls Clean Yes	
	of Supply Yes Inside of Return Duct Clean
Room Surfaces No Ceiling Clean Grills C	g at Supply Clean No
Trash Removed Yes Exhaust Fan:	unapproved Chemicals / Cleaners in Room
	Traps Wet Yes Air Fresheners No
Room Cluttered No Food if Stored in Sealed Conta	
Mechanical Equipment Location FISH 717	Mechanical Room Clean Yes
	ters Clean Yes Inside of HVAC Unit Clean Yes
Condensate Pan Clean Yes Cooling (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 S	Staff Corrective Actions to be Completed by PPO
Replace stained ceiling tiles after repair Thoroughly clean horizontal surfaces	▼ Evaluate and repair cause of stained ceiling tiles ▼
Clean ceilings around HVAC supply grills	<u> </u>
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	<u> </u>

March 25, 2013

Time of Day

12:30

Evaluation Date

Outdoor Conditions Temperature 79.7	Relative Humidity 38.6 Ambient CO2 415
Fish Temperature Range Relative Hu 722 71.9 72 - 78 47.3	
Noticeable Odor No Visible water d staining Ceiling 2' x 4' No	
Walls Drywall No	No Description
Floor 12" x 12" Vinyl No	No
Ceiling Clean Yes HVAC S	
Walls Clean Yes Inside of Plooring Clean Yes Duct Clean	of Supply Inside of Return Duct Clean Yes
Room Surfaces No Ceiling Clean Grills C	at Supply No No
Trash Removed Yes Exhaust Fans	Cleaners in Room No
Signs of Pests Yes Drain Food if Stored in Sealed Conta	
Mechanical Equipment Location FISH 720	Mechanical Room Clean Yes
	ters Clean Yes Inside of HVAC Unit Clean Yes
Condensate Pan Clean Yes Cooling C	Coil Clean Yes
Fresh Air Intake Location Roof top	▼ Fresh Air Intake Free of Obstruction Yes
Pollutant Sources Near Air Intake	▼
Observations Recommend for school staff to clean the bug dropping sink.	ings from wall surfaces. Bug droppings are also visible under the
Corrective Actions to be Completed by Site Based S	Staff Corrective Actions to be Completed by PPO
Thoroughly clean horizontal surfaces	▼ Corrective Actions to be Completed by PPO
Clean ceilings around HVAC supply grills	<u> </u>
	
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March 25, 2013

Time of Day

12:30

Evaluation Date

Outdoor Conditions Temperature 79.7	Relative Humidity 38.6 Ambient CO2 415	
Fish Temperature Range Relative H 723 70.7 72 - 78 45.2		ants
Noticeable Odor No Visible water stainin	ng? growth? material affected	_
Ceiling 2' x 4' No	No L	믁
Walls Drywall No	_ No	_
Floor 12" x 12" Vinyl No	No	
Grills (Supply Yes HVAC Return Grills Clean	es
	e of Supply Clean Yes Inside of Return Duct Clean	es
Room Surfaces No Ceiling Clean Grills	ng at Supply Clean No	
Trash Removed Yes Exhaust Far	Cleaners in Room	lo
	n Traps Wet Yes Air Fresheners N	10
Room Cluttered No Food if Stored in Sealed Cont	d in Room is in Room	
Mechanical Equipment Location FISH 717	Mechanical Room Clean	es
	ilters Clean Yes Inside of HVAC Unit Clean Yes	es
Fresh Air Intake Location Roof top Pollutant Sources Near Air Intake	▼ Fresh Air Intake Free of Obstruction	es
intake		
Observations		
Corrective Actions to be Completed by Site Based		-
Thoroughly clean horizontal surfaces Clean ceilings around HVAC supply grills	▼	▼
Great General General Trice Supply Stills	▼	▼
	▼	▼
	▼	▼
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	▼	▼

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Evaluation Date

Outdoor Conditions	s Tempera	ture 79.7	Relativ	ve Humidity [38.6	Ambient CO	2 415	5
		Relative Hu - 78 43.2	 i	Range 0% - 60%	420			upants
Noticeable Odor	No No	Visible water of staining		Visible m grow	rth?	Amount material aff		
	2' x 4'	No No		No	=			
	rywall 12" Vinyl	No .		No	_			
FIOOI 12 ^	IZ VIIIYI	No		No	<u> </u>			
Ceiling Clean Walls Clean	Yes	HVAC S Grills C		Yes		HVAC Retu Grills Clea		Yes
Flooring Clean	Yes	Inside o	of Supply lean	Yes		Inside of R Duct Clean		Yes
Room Surfaces Clean	No		at Supply	No		Busi Great		
Trash Removed	Yes	Exhaust Fan	s Working	Yes		Unapproved Chen Cleaners in Room		No
Signs of Pests	Yes	Drain	Traps Wet	Yes		Air Fresheners		No
Room Cluttered	No	Food if Stored in Sealed Cont		N/A		in Room		NU
Mechanical Equipn	nent Location	FISH 720				Mechanical Room	Clean	Yes
Filters Installed Pro	perly Yes	Filt	ers Clean	Yes		Inside of HVAC Unit	Clean	Yes
Condensate Pan	Clean Yes	Cooling (Coil Clean	Yes				
Fresh Air Intake Loc	ation	Roof top			▼	Fresh Air Intak	e Free	Yes
Pollutant Sources N Intake	ear Air	No			▼	of Obstruction	l	100
Observations								
	hool staff to c	lean the bug dropp	ings from	wall surfaces	s. Bug dro	oppings are also vis	sible und	er the
sink.								
		eted by Site Based S	Staff	Corre	ctive Action	ons to be Complete	d by PPC	
	work order fo y clean horizo	r pest control	▼					▼
		C supply grills	▼					▼
See	observations	above						▼
			▼					▼
			▼					▼
			▼					•