

managing risk with responsibility

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August 19, 2014 Signature on File

TO: Donald Cottrell, Principal

Westwood Heights Elementary School

FROM: Richard Rosa, Project Manager

Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only			
	Custodial Issues Addressed		
	Custodial Issues Not Addressed		
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On August 18, 2014, 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: 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

RR/tc Enc.

IAQ Assessment

Westwood Heights Ele	ementary Evaluation Dat	te August 18, 2014	Time of Day 10:45	
Outdoor Conditions Temperatu	re 86.7 Relative	Humidity 64.0	Ambient CO2 440	
Fish Temperature Rang P-980P 72.5 72 - 7		Range <u>co</u> 511		
Noticeable Odor No Visible water damage / Visible microbial staining? Visible microbial			Amount of material affected	
Ceiling 2' X 4' Lay in	Yes	No	2 ceiling tile stains	
Walls Tack Board	Yes	Yes	400 sq ft/9 sq ft	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	
Walls Clean No Flooring Clean Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean N/A	
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	
Signs of Pests Yes	Drain Traps Wet	N/A	Ala Farakanan Na	
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners No in Room	
Mechanical Equipment Location Window unit Mechanical Room Clean N/A				
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean N/A	
Condensate Pan Clean Yes	Cooling Coil Clean	No		
Fresh Air Intake Location Window unit ▼		▼	Fresh Air Intake Free of Obstruction Yes	
Pollutant Sources Near Air Intake	0	▼	of Obstruction	
Observations				

Remove shelving on South wall, replace all wall board on south wall (approx. 320 sq ft). Replace tack board around East window unit, entire panel (32 sq ft). Replace tack board above sink and the wall behind the sink leading into the restroom, (54 sq ft). Replace tack board under East window on North wall, (10 sq ft). Evaluate the cause of water intrusion, there is exterior vinyl siding, with breeches, bad fascia board, that needs replacing. I shut down the portable from occupancy until further evaluation has determined whether the portable meets cost effective analysis.

Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be completed by Oile Based	Otan
Replace stained ceiling tiles after repairs	
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Corrective Actions to be Completed by PPO

Corrective Actions to be Completed by FFO	
Repair HVAC to reduce humidity level	
Evaluate and repair cause of stained ceiling tiles	
Clean the East and West HVAC coils	▼
Replace interior water damaged South wall	
	▼
	▼
See observations for additional information	▼
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