

Aston A. Henry, Task Assigned Director
Risk Management Department

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May 20, 2013

Signature on File

TO: Melissa Holtz, Principal
Wilton Manors Elementary School

FROM: Robert Krickovich, Coordinator I, LEA
Facilities Design and Construction

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 April 24, 2013, I conducted an assessment at **Wilton Manors 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, 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

RK/tc
Enc.

IAQ Assessment

Wilton Manors Elementary

Evaluation Date April 24, 2013

Time of Day 1:00

Outdoor Conditions Temperature 82.4

Relative Humidity 54.1

Ambient CO2 452

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
302	74.1	72 - 78	47.2	30% - 60%	939	MAX 700 > Ambient	10	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		No		No			
Walls	Drywall		No		Yes		Spotty on all walls	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		No
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean		Yes						
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			FISH 307			Mechanical Room Clean		Yes
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		No
Condensate Pan Clean		No	Cooling Coil Clean		No			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			None ▼					

Observations

Spotty microbial growth on walls (wipes off) - Walls dusty - FISH 307 2" filters just changed old filters still in room have date of 8/31/12 on them - several boxes of filters stored in Mechanical room (not changing air filters will cause dust to be deposited on walls and surfaces in rooms, when humidity gets above 65% microbial growth can begin in the dust) - Fresh air duct removed from unit - HFSP says they were having HVAC problems in the rooms and called in a work order and the duct work was removed.

Corrective Actions to be Completed by Site Based Staff

Clean dust from wall surfaces	▼
and monitor for return	▼
Change A/C filters per District schedule	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Repair HVAC to install fresh air duct as required	▼
with dampers	▼
Clean HVAC return drops	▼
Clean HVAC Coils and inside of unit	▼
	▼
	▼
	▼

IAQ Assessment

Wilton Manors Elementary

Evaluation Date April 24, 2013

Time of Day 1:00

Outdoor Conditions Temperature 82.4

Relative Humidity 54.1

Ambient CO2 452

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
304	74.1	72 - 78	45.5	30% - 60%	911	MAX 700 > Ambient	8	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		No		No			
Walls	Drywall		No		Yes		Spotty on all walls	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		No
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces 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 in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			FISH 307			Mechanical Room Clean		Yes
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		No
Condensate Pan Clean		No	Cooling Coil Clean		No			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			None ▼					

Observations

Heavy dust on walls near supply grill over door to 304A - Dust and spotty microbial on all walls (wipes off) - HVAC supply & return grills dusty - FISH 307 2" filters just changed old filters still in room have date of 8/31/12 on them - several boxes of filters stored in Mechanical room (not changing air filters will cause dust to be deposited on walls and surfaces in rooms, when humidity gets above 65% microbial growth can begin in the dust) - Fresh air duct removed from unit - HFSP says they were having HVAC problems in the rooms and called in a work order and the duct work was removed.

Corrective Actions to be Completed by Site Based Staff

Clean dust from wall surfaces	▼
Clean HVAC supply and return grills with Wexcide	▼
Change filters per District schedule	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Repair HVAC to install fresh air duct as required	▼
with dampers	▼
Clean HVAC return drops	▼
Clean HVAC Coils and inside of unit	▼
	▼
	▼
	▼

IAQ Assessment

Wilton Manors Elementary

Evaluation Date April 24, 2013

Time of Day 1:00

Outdoor Conditions Temperature 82.4 Relative Humidity 54.1 Ambient CO2 452

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
308	72.3	72 - 78	49.2	30% - 60%	920	MAX 700 > Ambient	1	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		No		No			
Walls	Drywall		No		Yes		Spotty on walls	
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		No
Walls Clean		No	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		No
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean		Yes						
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		Yes	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			FISH 307			Mechanical Room Clean		Yes
Filters Installed Properly		Yes	Filters Clean		Yes	Inside of HVAC Unit Clean		No
Condensate Pan Clean		No	Cooling Coil Clean		No			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		Yes
Pollutant Sources Near Air Intake			None ▼					

Observations

Heavy dust on walls near supply grill over door to 308A - Dust and spotty microbial on all walls (wipes off) - HVAC Supply & Return grills dusty - FISH 307 2" filters just changed old filters still in room have date of 8/31/12 on them - several boxes of filters stored in Mechanical room (not changing air filters will cause dust to be deposited on walls and surfaces in rooms, when humidity gets above 65% microbial growth can begin in the dust) - Fresh air duct removed from unit - HFSP says they were having HVAC problems in the rooms and called in a work order and the duct work was removed.

Corrective Actions to be Completed by Site Based Staff

Clean dust from wall surfaces	▼
Clean HVAC supply and return grills with Wexcide	▼
Change filters per District schedule	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Repair HVAC to install fresh air duct as required	▼
with dampers	▼
Clean HVAC return drops	▼
Clean HVAC Coils and inside of unit	▼
	▼
	▼
	▼

