

managing risk with responsibility

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Risk Management Departmen

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September 20,	0010 Ciamalatina ata Eila	
September 20,	2012 Signature on File	For Custodial Supervisor Use Only
TO:	Carolyn Eggelletion, Principal Winston Park Elementary School	Custodial Issues Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities Design and Construction	Custodial Issues Not Addressed
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On September 14, 2012, I conducted an assessment at **Winston Park 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

RK/tc Enc.

IAQ Assessment							
Winston Park	Elementary Evaluation Date	e September 14, 201	2 Time of Day 1	0:30			
Outdoor Conditions Tempera	ature 88.3 Relative	Humidity 63.9	Ambient CO2 4	61			
		Range CO % - 60% 460		ccupants 2			
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' X 4' Lay in	No	No					
Walls Drywall Floor 12" x 12" Vinyl	No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No			
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	Bard Back of room		Mechanical Room Clean	N/A			
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A			
Condensate Pan Clean N/A	Cooling Coil Clean	N/A					
Fresh Air Intake Location	Outside of Unit	▼	Fresh Air Intake Free of Obstruction	Yes			
Pollutant Sources Near Air Intake	Trees - Road - Retention Area	es - Road - Retention Area					
Observations							
Slight odor in room - one wheel i of unit on side of wheel.	in HVAC unit not turning, plasti	c band jammed on to	p of wheel, styrofoam ball،	s inside			

Corrective Actions to be Completed by Site Based Staff

Clean HVAC return grills with Wexcide	▼
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Corrective Actions to be Completed by PPO

/ /	
Evaluate and repair HVAC unit	▼
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