

Aston A. Henry, Director
Risk Management Department

Telephone: 754 321-1900
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October 8, 2013

Signature on File

TO: Carolyn Eggelletion, Principal
Winston Park Elementary School

FROM: Robert Krickovich, Coordinator I, LEA
Risk Management Department

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 October 1, 2013, 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: 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, Director, Risk Management
Sonja Coley, Senior Project Manager, Facilities & Construction
Broward Teachers Union
Federation of Public Employees

RK/tc
Enc.

IAQ Assessment

Winston Park Elementary

Evaluation Date October 1, 2013

Time of Day 1:00

Outdoor Conditions Temperature 87.9

Relative Humidity 62.4

Ambient CO2 462

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
873	73.4	72 - 78	59.8	30% - 60%	782	MAX 700 > Ambient	2	
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		No			
Floor	12" x 12" Vinyl		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		Yes
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		No			
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			Bard outside 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			None ▼					

Observations

Complaint of high humidity and microbial growth on desks - Thermostat set for 70 degrees - Dust on light fixture lenses at supply grills

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills and light fixture lenses	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Check HVAC for proper operation	▼
Check exhaust fan interlock	▼
	▼
	▼
	▼
	▼

IAQ Assessment

Winston Park Elementary

Evaluation Date

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
<input type="text" value="883"/>	<input type="text" value="76.2"/>	<input type="text" value="72 - 78"/>	<input type="text" value="58.6"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="996"/>	<input type="text" value="MAX 700 > Ambient"/>	<input type="text" value="3"/>	
Noticeable Odor		<input type="text" value="No"/>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	<input type="text" value="2' X 4' Lay in"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>	
Walls	<input type="text" value="Drywall"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>	
Floor	<input 12"="" type="text" value="12" vinyl"="" x=""/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>	
Ceiling Clean		<input type="text" value="Yes"/>	HVAC Supply Grills Clean		<input type="text" value="Yes"/>	HVAC Return Grills Clean		<input type="text" value="Yes"/>
Walls Clean		<input type="text" value="Yes"/>	Inside of Supply Duct Clean		<input type="text" value="Yes"/>	Inside of Return Duct Clean		<input type="text" value="Yes"/>
Flooring Clean		<input type="text" value="Yes"/>	Ceiling at Supply Grills Clean		<input type="text" value="No"/>			
Room Surfaces Clean		<input type="text" value="Yes"/>						
Trash Removed		<input type="text" value="Yes"/>	Exhaust Fans Working		<input type="text" value="Yes"/>	Unapproved Chemicals / Cleaners in Room		<input type="text" value="No"/>
Signs of Pests		<input type="text" value="No"/>	Drain Traps Wet		<input type="text" value="Yes"/>	Air Fresheners in Room		<input type="text" value="No"/>
Room Cluttered		<input type="text" value="No"/>	Food if Stored in Room is in Sealed Containers		<input type="text" value="N/A"/>			
Mechanical Equipment Location			<input type="text" value="Bard outside of room"/>			Mechanical Room Clean		<input type="text" value="N/A"/>
Filters Installed Properly		<input type="text" value="Yes"/>	Filters Clean		<input type="text" value="Yes"/>	Inside of HVAC Unit Clean		<input type="text" value="N/A"/>
Condensate Pan Clean		<input type="text" value="N/A"/>	Cooling Coil Clean		<input type="text" value="N/A"/>			
Fresh Air Intake Location			<input type="text" value="Outside of Unit"/>			Fresh Air Intake Free of Obstruction		<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake			<input type="text" value="None"/>					

Observations

Complaint of high humidity, damp papers, and microbial growth on desks - Thermostat set for 68 degrees - Teacher buys damp rid to dry out classroom - Teacher desk was removed because it had microbial growth - Dust on light fixture lenses at supply grills

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills and light fixture lenses	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Check HVAC for proper operation	▼
Check exhaust fan interlock	▼
	▼
	▼
	▼
	▼