

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departme	ent

 Telephone:
 754 321-1900

 Fax:
 754 321-1917

March 4, 2015	Signature on File	For Custodial Supervisor Use Only
TO:	Karlton Johnson, Principal Blanche Ely High	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 4, 2015, I conducted an assessment at **Blanche Ely High 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 754-321-1900.

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

DM/jj Enc.

	IAQ Assess	ment				
Bland	che Ely High Evaluation Dat	te March 4, 2015	Time of Day 8:30 AM			
Outdoor Conditions Temper	ature 80.4 Relative	e Humidity 67.6	Ambient CO2 425			
		Range Co ² % - 60% 557				
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling 2X4 lay in	Yes	No	5 tiles			
Walls Plaster / Drywall	No	No				
Floor Carpet	Yes	No	1 large spot			
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean Inside of Supply	Yes	HVAC Return Grills Clean No			
Flooring Clean No	Duct Clean	Yes	Duct Clean Yes			
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No				
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners No			
	in Sealed Containers	N/A	in Room			
Mechanical Equipment Location	FISH #138		Mechanical Room Clean Yes			
Filters Installed Properly Yes	S Filters Clean	Yes	Inside of HVAC Unit Clean Yes			
Condensate Pan Clean Yes	S Cooling Coil Clean	Yes				
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall No	▼	Fresh Air Intake Free Yes Yes			
Observations						
2nd Assessment in Library. Carpet still has stains and should be evaluated by PPO. Tops of books on open bookshelves are very dusty. Return air grlls need to be cleaned. Ceiling tiles around supply grills are dusty / dirty and						

should be cleaned or replaced. 5 ceiling tiles have water stains - if leak above was fixed the tiles should be replaced.

Corrective Actions to be Completed by Site Based Staff

concerned Actions to be completed by one Bused of		
Clean ceilings around HVAC supply grills	▼	
Clean HVAC return grills with Wexcide	▼	
Clean dust build up on book tops / shelves	▼	
Remove and replace stained ceiling tiles	▼	
Shampoo the stains in carpet, and ventilate	▼	
	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

Evaluate the need for carpet replacement	▼
Evaluate the HVAC (temp + humidity)	▼
	▼
	▼
	▼
	▼
	▼
	▼