

managing risk with responsibility

Risk Management Department		Fax: 754 321-1917
May 14, 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 May 12, 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.

Clean HVAC supply grills with Wexcide	▼
Clean return grill for A/C	▼
Clean return grill for Fume Hood	▼
Install proper filters, tape and date.	▼
Pour water down drains when not in use	▼
Clean ceiling tiles around Supply grills	▼
	▼

Clean the HVAC coil and drain pan	▼
Set Temperature to 72 - 78 degrees	▼
	▼
	▼
	▼
	▼
	▼
	▼

Supply grills need to be cleaned. Clean or replace ceiling tiles around supply grills. Return grill needs to be vacuumed. Filter on fume hood needs to be cleaned or replaced. Drain traps are dry. Wrong A/C filters in unit. A/C coil and drain pan are dirty and need to be cleaned.

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Clean HVAC supply grills with Wexcide	▼
Clean return grill for A/C	▼
Clean return grill for Fume Hood	▼
Install proper filters, tape and date.	▼
Pour water down drains when not in use	▼
Clean ceiling tiles around Supply grills	▼
Wexcide floor tiles	▼
Replace stained ceiling tile	▼

Corrective Actions to be completed by 110	
Clean the HVAC coil and drain pan	▼
Set Temperature to 72 - 78 degrees	▼
Evaluate back draft dampers in ductwork	▼
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