

Aston A. Henry, Director  
Risk Management Department

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August 27, 2014

Signature on File

TO: Steven Carruth, Principal  
**Coral Glades High School**

FROM: Dan Meyer, Project Manager  
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

**For Custodial Supervisor Use Only**

- Custodial Issues Addressed
- Custodial Issues Not Addressed
- \_\_\_\_\_
- \_\_\_\_\_

On August 26, 2014, I conducted an assessment at **Coral Glades 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 754-321-1907.

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/tc  
Enc.

# IAQ Assessment

Coral Glades High

Evaluation Date August 26, 2014

Time of Day 1:30 PM

Outdoor Conditions    Temperature 91.6    Relative Humidity 57.3    Ambient CO2 452

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">178</span>	<span style="border: 1px solid black; padding: 2px;">79.7</span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;">44.6</span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;">1478</span>	<b>MAX 700 &gt; Ambient</b>	<span style="border: 1px solid black; padding: 2px;">28</span>
Noticeable Odor		<span style="border: 1px solid black; padding: 2px;">Yes</span>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<span style="border: 1px solid black; padding: 2px;">2' X 4' Lay in</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Walls	<span style="border: 1px solid black; padding: 2px;">Drywall</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Floor	<span style="border: 1px solid black; padding: 2px;">12" x 12" Vinyl</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;">No</span>		<span style="border: 1px solid black; padding: 2px;"></span>
Ceiling Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Supply Grills Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	HVAC Return Grills Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>		
Walls Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Supply Duct Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of Return Duct Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>		
Flooring Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Ceiling at Supply Grills Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>				
Room Surfaces Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>						
Trash Removed	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Exhaust Fans Working	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Unapproved Chemicals / Cleaners in Room		<span style="border: 1px solid black; padding: 2px;">No</span>	
Signs of Pests	<span style="border: 1px solid black; padding: 2px;">No</span>	Drain Traps Wet	<span style="border: 1px solid black; padding: 2px;">N/A</span>	Air Fresheners in Room		<span style="border: 1px solid black; padding: 2px;">No</span>	
Room Cluttered	<span style="border: 1px solid black; padding: 2px;">No</span>	Food if Stored in Room is in Sealed Containers	<span style="border: 1px solid black; padding: 2px;">N/A</span>				
Mechanical Equipment Location	<span style="border: 1px solid black; padding: 2px;">FISH #194</span>			Mechanical Room Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>		
Filters Installed Properly	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Filters Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Inside of HVAC Unit Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>		
Condensate Pan Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>	Cooling Coil Clean	<span style="border: 1px solid black; padding: 2px;">Yes</span>				
Fresh Air Intake Location	<span style="border: 1px solid black; padding: 2px;">Over top of exterior mechanical room door</span> ▼			Fresh Air Intake Free of Obstruction	<span style="border: 1px solid black; padding: 2px;">Yes</span>		
Pollutant Sources Near Air Intake	<span style="border: 1px solid black; padding: 2px;">No</span> ▼						

**Observations**

Elevated CO2 level. Found outside air damper completely closed. High room temperature - A/C system needs to be checked for proper settings. North wall under the window was damp and needs to be checked. **Work order EQ08148 was generated to address the fresh air dampers.**

**Corrective Actions to be Completed by Site Based Staff**

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**Corrective Actions to be Completed by PPO**

Evaluate the HVAC controls to reduce temperature	▼
<b>Evaluate fresh dampers in the mechanical room</b>	▼
Evaluate North wall under the windows	▼
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	▼
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	▼
<b>Work order was generated and completed for damper repair</b>	▼
	▼

# IAQ Assessment

Coral Glades High

Evaluation Date August 26, 2014

Time of Day 1:30 PM

Outdoor Conditions    Temperature 91.6    Relative Humidity 57.3    Ambient CO2 452

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
182	76.1	72 - 78	45.1	30% - 60%	1626	MAX 700 > Ambient	26
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		No		No			
2' X 4' Lay in		Drywall		12" x 12" Vinyl			
No		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	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	N/A	Air Fresheners in Room	No		
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A				
Mechanical Equipment Location	FISH #194				Mechanical Room Clean	Yes	
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes		
Condensate Pan Clean	Yes	Cooling Coil Clean	Yes				
Fresh Air Intake Location	Over top of exterior mechanical room door ▼				Fresh Air Intake Free of Obstruction	Yes	
Pollutant Sources Near Air Intake	No ▼						

**Observations**

Elevated CO2 level. Found outside air damper completely closed. High room temperature - A/C system needs to be checked for proper settings. North wall under the window was damp and needs to be checked. **Work order EQ08148 was generated to address the fresh air dampers.**

**Corrective Actions to be Completed by Site Based Staff**

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**Corrective Actions to be Completed by PPO**

Evaluate the HVAC controls to reduce temperature	▼
<b>Evaluate fresh dampers in the mechanical room</b>	▼
Evaluate North wall under the windows	▼
	▼
	▼
	▼
<b>Work order was generated and completed for damper repair</b>	▼
	▼