

managing risk with responsibility

Risk Management Department		Fax: 754 321-1900
April 23, 2015	Signature on File	For Custodial Supervisor Use Only
то:	Charles Neely, Principal Cypress Bay High	Custodial Issues Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	Custodial Issues Not Addressed
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 20, 2015, I conducted an assessment at **Cypress Bay 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

RR/jj Enc.

IAQ Assessment

	Cypress Bay	High Evaluation D	April 20, 2015	Time of Day11:	45 AM		
Outdoor Conditions	Temperature	90.2 Relati	ve Humidity 56.3	Ambient CO2 4	20		
Fish Temper 1216C 72.		Relative Humidity 43.3	Range <u>CC</u> 80% - 60% 115		19		
Noticeable Odor	No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling Dryw	/all	Yes	Yes	< 2 sq ft			
Walls Paneling/	Drywall	No	No				
Floor 12" x 12"	' Vinyl	No	No				
	No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No		
	Yes No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	n/a		
Room Surfaces Clean	No	Ceiling at Supply Grills Clean	No				
Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No		
Signs of Pests	No	Drain Traps We	t n/a				
Room Cluttered	Yes	Food if Stored in Room i in Sealed Containers	s n/a	Air Fresheners in Room	Yes		
Mechanical Equipmen	t Location Bard	like HVAC system in c	lassroom	Mechanical Room Clean	n/a		
Filters Installed Properl	y N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A		
Condensate Pan Cle	ean N/A	Cooling Coil Clean	N/A				
Fresh Air Intake Location	on Behi	nd Bard unit/Exterior w	vall ▼	Fresh Air Intake Free of Obstruction	Yes		
Pollutant Sources Near Intake	Air No		▼	or obourdation			
Observations							
N/A-NOT ACCESSIBL	E						
N/A-Not Applicable Remove Glade Strip							
Ceiling stains are dry							
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO							
Clean dust and debris from ceilings ▼ Repair Cause of Stained Ceiling ▼							
Wipe down ceiling s	tains w/ wexcide	and monitor ▼	Prenare	and paint ceiling	▼		

Clean dust and debris from ceilings		
Wipe down ceiling stains w/ wexcide and monitor		
Clean minor dust on elevated surfaces		
Clean corners, minor dirt buildup	▼	
Vacuum/wipe return grill		
	▼	
	▼	
	▼	

Repair Cause of Stained Ceiling		
Prepare and paint ceiling	▼	
Evaluate the weather stripping (exterior doors)		
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	▼	
	▼	
	▼	