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Risk Management Department

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September 9, 2014

Signature on File

TO: Jon Marlow, Principal
Deerfield Beach High School

FROM: Dan Meyer, Project Manager
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 September 8, 2014, I conducted an assessment at **Deerfield Beach 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

Deerfield Beach High

 Evaluation Date September 8, 2014

 Time of Day 10:00 AM

 Outdoor Conditions Temperature 86.8

 Relative Humidity 70.7

 Ambient CO2 465

| | | | | | | | |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Fish | Temperature | Range | Relative Humidity | Range | CO ² | Range | # Occupants |
| 195 | 72.5 | 72 - 78 | 54.1 | 30% - 60% | 1400 | MAX 700 > Ambient | 38 |
| Noticeable Odor | | Yes | Visible water damage / staining? | | Visible microbial growth? | | Amount of material affected |
| Ceiling | 2' X 4' Lay in | | No | | No | | |
| Walls | Plaster / Drywall | | No | | No | | |
| Floor | 12" x 12" Vinyl | | No | | No | | |
| Ceiling Clean | No | HVAC Supply Grills Clean | | No | HVAC Return Grills Clean | | No |
| Walls Clean | No | Inside of Supply Duct Clean | | Yes | Inside of Return Duct Clean | | N/A |
| Flooring Clean | Yes | Ceiling at Supply Grills Clean | | No | | | |
| Room Surfaces Clean | No | | | | | | |
| Trash Removed | Yes | Exhaust Fans Working | | N/A | Unapproved Chemicals / Cleaners in Room | | No |
| Signs of Pests | No | Drain Traps Wet | | Yes | Air Fresheners in Room | | No |
| Room Cluttered | Yes | Food if Stored in Room is in Sealed Containers | | Yes | | | |
| Mechanical Equipment Location | FISH #203 | | | | | 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

ART Room - excessive clutter. Room too cluttered to clean properly. 3 of the 6 supply grills are taped off due to cold temperatures. Heavy dust build up on ceiling tiles by supply grills. Visible microbial growth on T-squares and rulers in closet. Need to be removed and cleaned. Return grill in mechanical room needs to be cleaned.

Corrective Actions to be Completed by Site Based Staff

| | |
|----------------------------------------------------|---|
| Encourage occupant to reduce clutter | ▼ |
| Remove tape from HVAC supply grills | ▼ |
| Clean HVAC return grills with Wexcide | ▼ |
| Clean wood T-Squares + Rulers with Wexcide | ▼ |
| Once clutter is reduced thoroughly clean classroom | ▼ |
| | ▼ |
| | ▼ |
| | ▼ |

Corrective Actions to be Completed by PPO

| | |
|----------------------------------------------|---|
| Evaluate HVAC Controls | ▼ |
| Ceiling tile cuts needed around supply vents | ▼ |
| Repair HVAC to reduce CO2 levels | ▼ |
| | ▼ |
| | ▼ |
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| | ▼ |