

managing risk with responsibility

Aston A. Her Risk Manager	nry, Director ment Department	Telephone: 754 321-1900 Fax: 754 321-1917	
February 2, 20	015 Signature on File	For Custodial Supervisor Use Only	
TO:	Haleh Darbar, Principal Everglades High	Custodial Issues Addressed	
FROM:	Richard Rosa, Project Manager Risk Management Department	Custodial Issues Not Addressed	
SUBIECT:	Indoor Air Quality (IAQ) Assessment		

On January 30, 2015, I conducted an assessment at **Everglades 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.

239 Girls locker room There are fresh air coils(climate changer air handler) above the large air handler that needs evaluation for coil cleaning. Evaluate both coils above air handlers in the room.

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Corrective Actions to be Completed by PPO	
Clean HVAC return grills and drops	▼
Evaluate fresh air coils	▼
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Thoroughly clean and sanitize flooring	▼
Minor dust on elevated surfaces	▼
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Evaluate fresh air coils	▼
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Thoroughly clean dust on horizontal surfaces	▼
Minor dust on some of the supply vents	▼
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Evaluate fresh air coils	▼
Clean return drop	▼
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Minor dust on elevated surfaces	▼
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Evaluate fresh air coils	▶
Clean return drop	•
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