

RISK MANAGEMENT...

managing risk with responsibility

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Risk Management Department

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May 9, 2007

Signature on File

TO: Ms. Joyce Ferguson, Principal
Hollywood Hills High School

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 272

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On April 25, 2007 I conducted an assessment of FISH 272 at **Hollywood Hills High School**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-3200.

cc: Steven Friedman, Area Superintendent (Task Assigned)
Margaret Underhill, Area Director
Jeffrey S. Moquin, Director, Risk Management
Jerry Linkous, Project Manager, Facilities and Construction Management
Diane Watts, Broward Teachers Union
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Location Number 1661
 Evaluation Requested April 18, 2007
 Evaluation Date April 25, 2007

Hollywood Hills High School

Time of Day 9:00 am

Outdoor Conditions Temperature 78.2 Relative Humidity 44.6 Ambient CO2 540

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
272	69	72 - 78	61	30% - 60%	797	Max 700 > Ambient	31
Noticeable Odor	No		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	2 x 4 Lay In		Yes	Yes	5 Ceiling Tiles		
Wall Type	Drywall		No	No	None		
Flooring	Vinyl		No	No	None		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	No	Yes	Yes	Remove and replace ceiling tiles as appropriate
Walls	Yes	No	No	
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	No	Yes	Yes	Clean with Wexcide disinfectant
Ceiling at Supply Grills	No	Yes	Yes	Clean as appropriate
Surfaces in Room	No	Yes	Yes	Clean as appropriate

Observations

Findings: (Film Production Room)

- Five (5) stained ceiling tiles at East side of room, 1 missing ceiling tile at North side of room and 1 broken ceiling tile
- Dust and debris on HVAC return grills and dust on ceiling at HVAC supply grills
- Temperature was low and humidity level was slightly elevated at the time of the assessment
- Dust build up on environmental surfaces due to clutter
- Chalkboard being used in room

-Recommendations:

Site Based Maintenance:

- Replace missing ceiling tile and broken ceiling tile
- Clean HVAC return grills with Wexcide disinfectant solution and clean ceiling at supply grills
- Adjust the thermostat to increase the temperature. Continue to monitor condition and initiate a work order for Physical Plant Operations to evaluate the HVAC system if temperature and humidity does not improve.
- Thoroughly clean environmental surfaces and encourage occupant to reduce clutter to assist in cleaning efforts.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations:

- Evaluate cause of stained ceiling tiles (East side of room) and repair as appropriate. Remove and replace stained ceiling tiles as appropriate.