

## managing risk with responsibility

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April 10, 2012

Signature on File

TO: Lourdes Gonzalez, Principal

Hollywood Hills High School

FROM: Richard Rosa, Project Manager

Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only				
	Custodial Issues Addressed			
	Custodial Issues Not Addressed			

On April 3, 2012, I conducted an assessment at Hollywood Hills 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.

Area Superintendent cc:

Area Directors

Shelley Meloni, Executive Director, Facilities and Construction Management Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities and Construction Management Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union

Federation of Public Employees

RR/tc Enc.

## IAQ Assessment

Hollywoo	d Hills High Evaluation Date	April 3, 2012	Time of Day1	430				
Outdoor Conditions Tempera	ture 86.7 Relative	Humidity 41.1	Ambient CO2 4	35				
		Range <u>CC</u> % - <b>60</b> % 112		0				
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected					
Ceiling 2' x 4'	No	No						
Walls Transite/Drywall	No	No						
Floor 12" x 12" Vinyl	No	No						
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	Yes				
Flooring Clean Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	Yes				
Room Surfaces No Clean	Ceiling at Supply Grills 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						
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No				
Mechanical Equipment Location	Mechanical Room Clean	No						
Filters Installed Properly Yes	Filters Clean	No	Inside of HVAC Unit Clean	Yes				
Condensate Pan Clean No	Cooling Coil Clean	Yes						
Fresh Air Intake Location	Return air plenum, open AHR	▼	Fresh Air Intake Free of Obstruction	Yes				
Pollutant Sources Near Air Intake	Fiberglass walls throughout A	ir H. Room ▼						
Observations								

Half of the air filters are good and the other half need replacing. The interior walls of the air handler room are surfaced with fiberglass. This is an open return air plenum system, dust clings to the fiberglass with the possibility of being passed on to the supply vents in the classrooms. Evaluate how to diminish the dust build up in the air handler room and possible release of fiberglass into the HVAC system, possibly by vacuuming the fiberglass and encapsulating with paint.

## Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be Completed by Oile Based Clair			
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## **Corrective Actions to be Completed by PPO**

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Set Temperature to 72 - 78 degrees			
Vacuum the interior walls (171) and encapsulate			
Repair HVAC to reduce CO2 levels	▼		
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