

managing risk with responsibility

Aston A. Henry, Task Assigned Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917
April 22, 2013	Signature on File	For Custodial S	Supervisor Use Only
TO:	Lourdes Gonzalez, Principal Hollywood Hills High School		sues Addressed sues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction		
SUBJECT:	Indoor Air Quality (IAQ) Assessment	-	

On March 21, 2013, 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.

cc: Directors, School Performance & Accountability Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division Aston Henry, Task Assigned Director, Risk Management Sonja Coley, Senior Project Manager, Facilities Design and Construction Broward Teachers Union Federation of Public Employees

RR/tc Enc.

IAQ Assessment							
Hollywood Hill	Is High Evaluation Dat	te March 21, 2013	Time of Day	0:30			
Outdoor Conditions Temperature	70.3 Relative	e Humidity 46.3	Ambient CO2 4	32			
FishTemperatureRange29168.172 - 78		Range CO % - 60% 694		cupants			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' x 4'	No	No					
Walls Plaster/concrete Floor Carpet	No No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes			
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes			
Room Surfaces Yes 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 Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location FIS	SH 295		Mechanical Room Clean	No			
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	of top	▼	Fresh Air Intake Free of Obstruction	Yes			
Pollutant Sources Near Air No		▼	Of Obstruction				
Observations							
There are exposed fiberglass walls ir mechanical room fiberglass walls an for proper operation.							

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Set temperature to 72 - 78 degreesSet Temperature to			
Evaluate fresh dampers in the mechanical room			
Vacuum interior walls (mech. rm) and encapsulate			
	▼		
	▼		
	▼		
	▼		
	▼		