

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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October 28, 2	2013 Signat	ure on File <u>For Custodial Supervisor Use Only</u>
TO:	James Neer, Principal <b>Monarch High School</b>	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Asses	ssment

On October 25, 2013, I conducted an assessment at **Monarch 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, 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, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

IAQ Assessment				
Ма	onarch High Evaluation Date	e October 25, 2013	Time of Day	2:30
Outdoor Conditions Tempera	ature 82.0 Relative	Humidity 44.3	Ambient CO2 4	30
		Range         CO <sup>2</sup> % - 60%         467		ccupants 3
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Observations Complaint of microbial growth on surfaces after summer break and dampness after long weekends - Spotty microbial growth inside of all tall cabinets				

Corrective Actions to be Completed by Site Based Staff

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Clean inside of all cabinets with Wexcide	▼
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## **Corrective Actions to be Completed by PPO**

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Ch	eck HVAC system and fan interlocks	▼
	for proper operation	▼
		▼
		▼
		▼
		▼
		▼
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	IAQ Assess	sment		
Mo	onarch High Evaluation Da	ate October 25, 2013	Time of Day 12	2:30
Outdoor Conditions Tempera	ature 82.0 Relativ	ve Humidity 44.3	Ambient CO2 43	0
	angeRelative Humidity2 - 7849.230	Range         CO <sup>2</sup> 0% - 60%         472		cupants 2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Drywall	No           No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling 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		Air Fresheners in Room	No
Mechanical Equipment Location	FISH 254		Mechanical Room Clean	Yes
Filters Installed Properly Yes	s Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location	Outside of Room	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	None	V	UI UDStruction	
Observations				

## Corrective Actions to be Completed by Site Based Staff

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## Corrective Actions to be Completed by PPO

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Check HVAC system and fan interlocks	▼
for proper operation	▼
	▼
	▼
	▼
	▼
	▼
	▼