

managing risk with responsibility

Aston A. Henr Risk Manager	y, Supervisor ient Department	Telephone:754 321-1900Fax:754 321-1917
March 11, 2013	Signature on File	For Custodial Supervisor Use Only
TO:	Jonathan Williams, Principal Northeast High School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities & Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On March 5, 2013, I conducted an assessment at **Northeast High School**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or presenting immediate health and safety concerns 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 allergens and / or conditions noted 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 any item/s identified and noted 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, Supervisor, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction Broward Teachers Union Federation of Public Employees

RK/tc Enc.

	IAQ Assessi	ment		
Northe	east High Evaluation Dat	e March 5, 2013	Time of Day	3:00
Outdoor Conditions Temperatu	re 82.6 Relative	Humidity 42.4	Ambient CO2 4	24
FishTemperatureRang259A71.672 - 7	54.0	Range CO % - 60% 936		ccupants
Noticeable OdorNoCeiling2' x 4'WallsConcrete/drywall	Visible water damage / staining? Yes No	Visible microbial growth? No No	Amount of material affected	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean No Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces No	Ceiling at Supply Grills Clean	No		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests Yes Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Air Fresheners in Room	No
Mechanical Equipment Location	oof Top		Mechanical Room Clean	Yes
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 R Pollutant Sources Near Air N Intake	oof top o	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
Existing HVAC scope is to replace	the rooftop unit. The stained	I ceiling tiles appear t	o be from a section of HV	AC duct

penetrating through the roof. The other stained ceiling tiles appear to be from condensation runoff adjacent to the HVAC supply vents. Insect, or rodent/lizard droppings above the drop ceiling. There are no signs of microbial growth above the drop ceiling.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
Clean ceilings around HVAC supply grills or	▼
remove and replace ceiling tiles	▼
Generate a work order for pest control	▼
	▼
	▼
	▼
	▼
	V V V V

Corrective Actions to be Completed by PPO

▼
▼
▼
▼
▼
▼
▼
▼