

# managing risk with responsibility

Aston A. Henry, Supervisor Telephone: 754 321-1900 Risk Management Department Fax: 754 321-1917

September 11, 2	2012	ignature on File	For Custodial Supervisor Use Only
TO:	ГО: John LaCasse, Principal  Nova High School		Custodial Issues Addressed
	Nova High School		Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities Design and Construction		
SUBJECT:	Indoor Air Quality (IAQ) Assessme	ent	

On September 10, 2012, I conducted an assessment at **Nova 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, Executive Director, Facilities Design and 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 Design and Construction
Broward Teachers Union
Federation of Public Employees

RR/tc Enc.

#### **IAQ Assessment**

	Nova High Evaluation	Date September 10, 2012	Time of Day 11:00
Outdoor Conditions Temper	rature 89.4 Rela	tive Humidity 61.3	Ambient CO2 418
	ange Relative Humidity 2 - 78 49.9	Range CO <sup>2</sup> 30% - 60%	Range # Occupants MAX 700 > Ambient
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling         2' x 4'           Walls         Cork/Drywall           Floor         12" x 12" Vinyl	No No No	No No	
Ceiling Clean Yes 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 Yes Clean	Ceiling at Supp Grills Clean	ly Yes	
Trash Removed Yes  Signs of Pests No  Room Cluttered No	Exhaust Fans Workin Drain Traps W Food if Stored in Room in Sealed Containers	et N/A	Unapproved Chemicals / No Cleaners in Room  Air Fresheners in Room
Mechanical Equipment Location Filters Installed Properly  Condensate Pan Clean  N/A	S Filters Clear		Mechanical Room Clean  N/A  Inside of HVAC Unit Clean  N/A
Fresh Air Intake Location  Pollutant Sources Near Air Intake	Roof top	▼	Fresh Air Intake Free of Obstruction
Observations			
The odor was cinnamon scente	d candles. The HVAC system	is located above the dro	p ceiling in 101H.
Corrective Actions to be Comp	leted by Site Based Staff	Corrective Action	ns to be Completed by PPO
	▼ ▼		▼
	▼		▼
	▼		▼
	▼		▼
	▼		▼
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#### **IAQ Assessment**

	Nova High Evaluation Da	September 10, 2012	Time of Day 11:45
Outdoor Conditions Tempe	rature 89.4 Relativ	e Humidity 61.3	Ambient CO2 418
	Range Relative Humidity 2 - 78 39.0 30	Range CO <sup>2</sup> 9% - 60% 427	Range # Occupants MAX 700 > Ambient
Noticeable Odor  Ceiling Homasote  Walls Homasote  Floor 12" x 12" Vinyl  Ceiling Clean No  Walls Clean No	Visible water damage / staining?  Yes  Yes  Yes  HVAC Supply Grills Clean Inside of Supply	Visible microbial growth?  No  No  No  No	Amount of material affected  East portion of ceiling 80 sq ft  East wet wall 160 sq ft  glue stains at seams 16 sq ft  HVAC Return Grills Clean  Inside of Return
Room Surfaces Clean	Duct Clean  Ceiling at Supply Grills Clean	N/A Yes	Duct Clean N/A
Trash Removed Yes  Signs of Pests No  Room Cluttered No	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
Mechanical Equipment Location Filters Installed Properly  Condensate Pan Clean  N/	Filters Clean	No No	Mechanical Room Clean  N/A  Inside of HVAC Unit Clean  N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Window unit  Grass and landscape	▼	Fresh Air Intake Free of Obstruction Yes
	epair / replace the East portion		t wall and evaluate the exterior T adjacent to East wall. HFSP has

### **Corrective Actions to be Completed by Site Based Staff**

Thoroughly clean elevated surfaces	▼
Remove and replace A/C filters	▼
Vacuum/wexcide window unit grills	▼
	▼
	▼
	▼
	▼
	▼

## **Corrective Actions to be Completed by PPO**

Clean both window unit coils	▼
Evaluate and repair cause of water damage	▼
see observations above for additional info	▼
	▼
	▼
	▼
	▼
	▼