

managing risk with responsibility

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September 22,	2014 Signature on File	For Custodial Supervisor Use Only
TO:	John LaCasse, Principal Nova High School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On September 15, 2014, 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: Shelley Meloni, Executive Director, 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

RR/tc Enc.

	1/	AQ Assessn	nent			
	Nova High	Evaluation Date	September 15	, 2014 T	ime of Day	10:15
Outdoor Conditions Tem	nperature 86.1	Relative	Humidity 70	.4 /	Ambient CO2	467
FishTemperatureQP-16873.2	RangeRelative72 - 7848	-	Range % - 60%	CO ² 659	Range # MAX 700 > Ambient	Occupants
Noticeable Odor No	Visible wate stain		Visible microbi growth?	ial	Amount of material affected	I
Ceiling Celotex	Yes	s	No		50 sq ft	
Walls Homasote	No	,	No			
Floor 12" x 12" Vinyl		•	No			
Ceiling Clean No Walls Clean Yes		C Supply s Clean	Yes		HVAC Return Grills Clean	Yes
Flooring Clean Yes		le of Supply Clean	N/A		Inside of Return Duct Clean	N/A
Room Surfaces No Clean		ng at Supply s Clean	No			
Trash Removed N/A		ans Working	N/A		proved Chemicals ters in Room	s/ No
Signs of Pests No	Dra	in Traps Wet	N/A	Air	Fresheners	No
Room Cluttered No		Food if Stored in Room is in Sealed Containers			Room	
Mechanical Equipment Loca	tion Window unit			Mech	anical Room Clea	n N/A
Filters Installed Properly	Yes	Filters Clean	Yes	Inside	of HVAC Unit Clea	n N/A
Condensate Pan Clean	Yes Coolin	g Coil Clean	Yes			
Fresh Air Intake Location	Window unit				esh Air Intake Fre Obstruction	e Yes
Pollutant Sources Near Air Intake	Νο			▼		
Observations						
South Area Maintenance is	removing the entire ce	iling and repla	acing any water	damaged ins	sulation.	

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean all surfaces	▼
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	▼
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Corrective Actions to be Completed by PPO

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▼
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