

SUBJECT:

managing risk with responsibility

Aston A. He	enry, Director	Telephone:	754 321-1900
Risk Manag	ement Department	Fax:	754 321-1917
Eoloma outre 25	2015 Signature on File		
February 25	5, 2015 Signature on File	For Custodial S	upervisor Use Only
TO:	Robert Boegli, Principal	Custodial Iss	ues Addressed
	Sheridan Technical High School	Custodial Iss	ues Not Addressed
FROM:	Richard Rosa, Project Manager		
	Risk Management Department		

On February 11, 2015, I conducted an assessment at Sheridan Technical High School. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

Indoor Air Quality (IAQ) Assessment

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 754-321-1900.

Shelley Meloni, Executive Director, Facilities & Construction cc: 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/ji Enc.

Clean dust from ceilings around HVAC supply grills	▼
Thoroughly clean dust buildup on elevated surfaces	
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Corrective Actions to be Completed by FFO	
Evaluate cleaning or replacement of HVAC coil	▼
Clean return drop	▼
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Clean dust from ceilings around HVAC supply grills	▼
Thoroughly clean dust buildup on elevated surfaces	
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Clean HVAC supply grills with Wexcide	▼
Clean dust from ceilings around HVAC supply grills	
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Corrective Actions to be completed by 110	
Evaluate cleaning or replacement of HVAC coil	▼
Clean return drop	▼
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Outdoor Conditions Temp	perature 60.3 Relati	ve Humidity 56.1	Ambient CO2 4	36
Fish Temperature 101T & U 71.0 Noticeable Odor No	Range Relative Humidity 72 - 78 49.1 3 Visible water damage / staining?	Range CO 60% - 60% Visible microbial growth?		ccupants
Ceiling 2' X 4' Lay in	No	No		
Walls Plaster	No	No		
Floor Carpet	No	No		
Ceiling Clean No 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	No
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed Yes Signs of Pests No	Exhaust Fans Working Drain Traps We		Unapproved Chemicals / Cleaners in Room	No
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	s N/A	Air Fresheners in Room	No
Mechanical Equipment Locati	on FISH 109 HP # 8		Mechanical Room Clean	Yes
Filters Installed Properly	Yes Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes Cooling Coil Clean	No		
Fresh Air Intake Location	Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	No	▼	or obstruction	

Observations

Accordion door was open at time of assessment

Sheridan Technical High School

The HVAC coil appears to be too bad to clean properly. Evaluate cleaning vs replacement of the HVAC coil. Coordinate a cleaning schedule for shelving of personal property; request occupant to relocate and replace personal property from shelves in order to clean properly.

Corrective Actions to be Completed by Site Based Staff

Corrective Actions to be completed by one based on	~
Thoroughly clean elevated surfaces	▶
Clean dust from ceilings around HVAC supply grills	▶
Coordinate a schedule between HFSP and	▶
office occupant to clean properly due to clutter	▶
	▶
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Corrective Actions to be Completed by PPO

10:30 AM

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Evaluation Date Sheridan Technical High School February 11, 2015 Time of Day 9:30 AM **Outdoor Conditions Temperature** 60.3 **Relative Humidity** 56.1 **Ambient CO2** 436 Fish CO² **Temperature Relative Humidity** Range Range # Occupants Range 1111 MAX 700 > 156 72.3 72 - 78 58.3 19 30% - 60% **Ambient** Visible microbial Amount of Visible water damage / **Noticeable Odor** No material affected growth? staining? Ceiling 2' X 4' Lay in No No Walls Plaster No No 12" x 12" Vinyl Floor No No **Ceiling Clean HVAC Supply HVAC Return** No Yes Yes **Grills Clean Grills Clean** Walls Clean Yes Inside of Supply Inside of Return Yes No Flooring Clean Yes **Duct Clean Duct Clean Room Surfaces** No **Ceiling at Supply** No Clean **Grills Clean Trash Removed** Yes **Exhaust Fans Working** N/A **Unapproved Chemicals /** No **Cleaners in Room** Signs of Pests No **Drain Traps Wet** N/A No Air Fresheners Food if Stored in Room is **Room Cluttered** No in Room N/A in Sealed Containers **Mechanical Equipment Location FISH 174** Mechanical Room Clean Yes Filters Installed Properly Yes **Filters Clean** Yes Inside of HVAC Unit Clean Yes Yes **Condensate Pan Clean Cooling Coil Clean** Yes Thru exterior wall ▼ Fresh Air Intake Location Fresh Air Intake Free No of Obstruction **Pollutant Sources Near Air** ▼ Trees at same elevation as intake Intake **Observations** The motorized fresh air damper motor operates, but spins around the shaft of the damper. Check the HVAC system for normal operation due to elevated humidity indoors relative to outdoor relative humidity.

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Orrective Actions to be completed by 11 O	
Repair HVAC to Reduce Humidity Levels	▼
Clean return drop	▼
Evaluate fresh damper in the mechanical room	▼
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