

managing risk with responsibility

Aston A. Henry, Director Risk Management Department			Telephone: Fax:	754 321-1900 754 321-1917	
November 4, 2013		Signature on File	For Custodial Supervisor Use Only		
TO:	Teresa Hall, Principal West Broward High School		Custodial Issues Addressed Custodial Issues Not Addressed		
FROM:	Richard Rosa, F Risk Manageme	roject Manager ent Department	-		
SUBJECT:	Indoor Air Qua	lity (IAQ) Assessment			

On October 30, 2013, I conducted an assessment at **West Broward 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

RR/tc Enc.

IAQ Assessment

West B	roward High Evail	lation Date Oct	ober 30, 2013	Time of Day1	2:30			
Outdoor Conditions Tempera	ature 83.7	Relative Humidi	ty 50.8	Ambient CO2 4	41			
	Relative Hum 2 - 78 55.3	idity Range 30% - 60%	124		ccupants 22			
Noticeable Odor No	Visible water dar staining?	iluqu /	le microbial growth?	Amount of material affected				
Ceiling 2' x 4'	No	[No					
Walls Drywall	No		No					
Floor 12" x 12" Vinyl	Yes		No	75 sq ft				
Ceiling Clean Yes	HVAC Su Grills Cle			HVAC Return Grills Clean	Yes			
Walls Clean Yes Flooring Clean No	Inside of S			Inside of Return Duct Clean	Yes			
Room Surfaces Yes Clean	Ceiling at Grills Clea	Supply		Duct Olean				
Trash Removed Yes	Exhaust Fans V			Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No Room Cluttered No	Drain Train Train Train Train Food if Stored in in Sealed Contain	Room is		Air Fresheners in Room	No			
Mechanical Equipment Location FISH 707 Mechanical Room Clean								
Filters Installed Properly Yes	s Clean No		Inside of HVAC Unit Clean	Yes				
Condensate Pan Clean Yes Cooling Coil Clean Yes								
Fresh Air Intake Location		▼	Fresh Air Intake Free of Obstruction	Yes				
Pollutant Sources Near Air Intake	No ▼		▼	or obstruction				
Observations								
F-718 was the worst of all the ro prior to assessing classroom. H 12' x12' floor tile. This is due to floor surface, glue then gets dire process.	FSP will change filters the floor stripping wate	this evening. The permeating do	e flooring had wn to the wat	I black stains at the seam er soluble glue and rising	s of the to the			
Corrective Actions to be Comp	leted by Site Based Sta	off Co	orrective Action	ons to be Completed by Pl	PO			
Strip and wax flooring, u	V	Repair HVA	C to reduce CO2 level	▼				
		<u>▼</u>			▼			
		▼						
		▼			▼			
		▼			▼			