

## managing risk with responsibility

Aston A. Henry, Supervisor Risk Management Department

Telephone: 754 321-1900 Fax: 754 321-1917

April 10, 2012

Signature on File

TO: Shawn Aycock, Principal

**Apollo Middle School** 

FROM: Richard Rosa, Project Manager

Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

ur 1	Custodial Supervisor Use Only
	Custodial Issues Addressed
	Custodial Issues Not Addressed
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On April 3, 2012, I conducted an assessment at **Apollo Middle 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: Area Superintendent

**Area Directors** 

Shelley Meloni, Executive Director, Facilities and Construction Management Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance Sonja Coley, Project Manager III, Facilities and Construction Management Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Broward Teachers Union

Federation of Public Employees

RR/tc Enc.

## **IAQ Assessment**

Apollo I	Middle Evaluation D	<b>Date</b> April 3, 2012	Time of Day 1200					
Outdoor Conditions Temperature	86.3 Relati	ive Humidity 45.9	Ambient CO2 477					
Fish         Temperature         Range           136         73.1         72 - 78	Relative Humidity 47.1	Range CO <sup>2</sup> 984	Range # Occup MAX 700 > Ambient	oants				
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected					
Ceiling 2' x 4'	Yes	No	1 ceiling tile < 1 sq ft					
Walls Drywall	No	No						
Floor 12" x 12" Vinyl	No	No						
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No				
Flooring Clean Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	'es				
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes						
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals /	No				
Signs of Pests No	Drain Traps We	t N/A		_				
Room Cluttered No	Food if Stored in Room i in Sealed Containers	s N/A	Air Fresheners In Room	No				
Mechanical Equipment Location FISH	1 202		Mechanical Room Clean	'es				
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	'es				
Condensate Pan Clean Yes	Cooling Coil Clean	Yes						
Fresh Air Intake Location Roo	f top	▼	Fresh Air Intake Free of Obstruction	'es				
Pollutant Sources Near Air Intake		▼	or obstruction —	_				
Observations								
Stained ceiling tile is adjacent to fire sprinkler head.								
The black substance on the metal door frame is possibly paint. I requested the HFSP to wipe the substance with graffiti cleaner and the substance can be removed.								
Corrective Actions to be Completed I	by Site Based Staff	Corrective Action	ns to be Completed by PPO					
Corrective Actions to be Completed by Site Based Staff  Thoroughly clean all surfaces  ▼ Corrective Actions to be Completed by PPO  Evaluate and repair cause of stained ceiling tiles								

Thoroughly clean all surfaces			
Clean HVAC supply grills with Wexcide			
Vacuum return grill	▼		
Replace stained ceiling tile after repair is made	▼		
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Our cettive Actions to be completed by 11 O	
Evaluate and repair cause of stained ceiling tiles	▼
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