RISK MANAGEMENT…

managing risk with responsibility

Aston A. Henry, Director
Risk Management Department

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October 15, 2013

Signature on File

**For Custodial Supervisor Use Only**

☐ Custodial Issues Addressed

☐ Custodial Issues Not Addressed

TO: Ian Murray, Principal
**Coral Springs Middle School**

FROM: Robert Krickovich, Coordinator I, LEA
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment

On October 10, 2013, I conducted an assessment at **Coral Springs 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: 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

RK/tc
Enc.

# IAQ Assessment

Coral Springs Middle | **Evaluation Date** October 10, 2013 | **Time of Day** 12:30

**Outdoor Conditions** | **Temperature** 85.6 | **Relative Humidity** 63.0 | **Ambient CO2** 478

| Fish | Temperature | Range | Relative Humidity | Range | $CO^2$ | Range | # Occupants |
|---|---|---|---|---|---|---|---|
| 424 | 75.5 | 72 - 78 | 41.0 | 30% - 60% | 1186 | MAX 700 > Ambient | 24 |

| | | Visible water damage / staining? | Visible microbial growth? | Amount of material affected |
|---|---|---|---|---|
| **Noticeable Odor** | Yes | | | |
| **Ceiling** | 2' X 4' Lay in | No | No | |
| **Walls** | Drywall | No | No | |
| **Floor** | 12" x 12" Vinyl | No | No | |

| | | | | | |
|---|---|---|---|---|---|
| Ceiling Clean | Yes | HVAC Supply Grills Clean | Yes | HVAC Return Grills Clean | Yes |
| Walls Clean | Yes | Inside of Supply Duct Clean | Yes | Inside of Return Duct Clean | Yes |
| Flooring Clean | Yes | Ceiling at Supply Grills Clean | Yes | | |
| Room Surfaces Clean | Yes | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Trash Removed | Yes | Exhaust Fans Working | N/A | Unapproved Chemicals / Cleaners in Room | No |
| Signs of Pests | No | Drain Traps Wet | N/A | Air Fresheners in Room | No |
| Room Cluttered | No | Food if Stored in Room is in Sealed Containers | N/A | | |

| | | | | | |
|---|---|---|---|---|---|
| Mechanical Equipment Location | FISH 424A | | | Mechanical Room Clean | Yes |
| Filters Installed Properly | Yes | Filters Clean | Yes | Inside of HVAC Unit Clean | N/A |
| Condensate Pan Clean | N/A | Cooling Coil Clean | N/A | | |

| | | | |
|---|---|---|---|
| Fresh Air Intake Location | Outside of Unit | Fresh Air Intake Free of Obstruction | Yes |
| Pollutant Sources Near Air Intake | Trees / Parking Lot | | |

**Observations**

Odor in room like Crayola Crayons - Found pencil box made of crayons on teacher desk - CO2 slightly elevated -

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

**Corrective Actions to be Completed by PPO**

| Corrective Actions to be Completed by PPO |
|---|
| Repair HVAC to reduce CO2 level |