

Aston A. Henry, Director
Risk Management Department

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

October 8, 2013

Signature on File

TO: Sabine Phillips, Principal
Crystal Lake Middle School

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

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On September 26, 2013, I conducted an assessment at **Crystal Lake 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

Crystal Lake Middle

Evaluation Date September 26, 2013

Time of Day 12:15

Outdoor Conditions Temperature 89.9

Relative Humidity 68.1

Ambient CO2 474

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
175	69.4	72 - 78	52.1	30% - 60%	684	MAX 700 > Ambient	3
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
No		No		No			
Ceiling	2' X 2' Lay in		No	No			
Walls	Struck Block		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	No	Inside of Return Duct Clean	Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean	No		
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	No	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	N/A		

Mechanical Equipment Location	Roof Top		Mechanical Room Clean	N/A	
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	N/A		

Fresh Air Intake Location	Roof top ▼		Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	None ▼			

Observations

Cardboard taped over sink - Trap dry - Dust build up on ceiling tiles around HVAC supply grillsy - Dust build up inside HVAC supply drops

Corrective Actions to be Completed by Site Based Staff

Ensure water is poured down drains regularly	▼
at least once a month	▼
Remove and replace ceiling tiles with dust/debris	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Replace ceiling tiles @ supply grills - 2 need cuts	▼
Replace ceiling tile at Sprinkler head	▼
Clean inside of HVAC supply drops in room	▼
Set temperature to 72 - 78 degrees	▼
	▼
	▼
	▼
	▼