

Aston A. Henry, Director
Risk Management Department

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

December 3, 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 November 15, 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 November 15, 2013

Time of Day 1:00

Outdoor Conditions Temperature 81.8

Relative Humidity 57.8

Ambient CO2 472

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
147	70.5	72 - 78	53.2	30% - 60%	958	MAX 700 > Ambient	23	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 4' Lay in		Yes		No		3 stained	
Walls	Drywall / Metal		Yes		No		2 sq ft	
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		No			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		Yes
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room		Yes
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

3 stained ceiling tiles - (one over center of windows, one in corner of room window wall opposite door, one over door to adjoining classroom) - Wall board blistered (water damaged) in corner of room window wall opposite door - dust build up on elevated surfaces - Dust build up on ceilings at HVAC supply grills - 2 scented candles in room on hot plates (hot melted wax, entire candle jar is liquid)

Corrective Actions to be Completed by Site Based Staff

Remove scented candles and hot plates from room	▼
Clean dust from surfaces	▼
Clean ceilings around HVAC supply grills	▼
Remove and replace stained ceiling tiles	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
Evaluate and repair cause of water damage to wall material	▼
Remove and replace wall material as necessary	▼
	▼
	▼
	▼
	▼

