

managing risk with responsibility

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Risk Management Department			Fax:	754 321-1917	
O-1-10 2014	Constant of File				
October 8, 2014 Signature on File		<u>Fo</u>	For Custodial Supervisor Use Only		
TO:	Ronald Forsman, Principal		Custodial Issues Addressed		
	Forest Glen Middle School		Custodial Issu	ues Not Addressed	
FROM:	Dan Meyer, Project Manager				
	Risk Management Department				
SUBIECT:	Indoor Air Ouality (IAO) Assessment				

On October 7, 2014, I conducted an assessment at **Forest Glen 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, Executive Director, 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

DM/tc Enc.

Observations

Intake

Pollutant Sources Near Air

2 cloth chairs had microbial growth and were removed from the classroom. Classroom storage closet were extremely cluttered and had microbial growth on several cardboard boxes. Appears closet was missed during summer cleaning. .Remove boxes and utilize plastic containers for storage. Dust build up on HVAC supply and return grills. Advised School staff to throw away the cardboard boxes and wipe the game boxes with Wexcide. Air handler room was needs thorough cleaning (open return). Insulation on the chilled water valve was removed causing condensation on the floor. Outside air damper was closed during school hours.

Corrective Actions to be Completed by Site Based Staff

No

Corrective Actions to be completed by the Based of	u	
Clean ceilings around HVAC supply grills		
Clean HVAC supply and return grills with Wexcide		
Thoroughly clean AHU room FISH 916		
Clean cloth chairs. If cannot be cleaned, discard.	▼	
Remove cardboard boxes and replace with plastic		
Wipe game boxes with Wexcide and monitor		
Thoroughly clean closet		
	▼	

Corrective Actions to be Completed by PPO

▼

of Obstruction

Corrective Actions to be completed by FFO	
Evaluate fresh dampers in the mechanical room	▼
Re-insulate chilled water valve	▼
Evaluate return air (blanked off)	▼
	▼
	▼
	▼
	▼
	▼