

Aston A. Henry, Supervisor Risk Management Department

managing risk with responsibility

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May 31, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Krista Herrera, Principal Glades Middle School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities and Construction Management	
SUBIECT:	Indoor Air Quality (IAQ) Assessment	

On May 29, 2012, I conducted an assessment at **Glades 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 Assessi	ment		
Gl	ades Middle Evaluation Dat	te May 29, 2012	Time of Day	1:00
Outdoor Conditions Tempera	ature 92 Relative	e Humidity 55.9	Ambient CO2 4	19
		Range CO ² % - 60% 505	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	Νο	HVAC Return Grills Clean	No
Flooring Clean No	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Νο		
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	
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH 319		Mechanical Room Clean	Yes
Filters Installed Properly Yes	S Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location	Roof top	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Νο	▼	of obstruction	
Observations				
Inside the ductwork N/A Not Acc All other items N/A Not Applicab				
F-318 is a Music room with 20' cei	lings			
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Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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	IAQ Assessi	ment		
Gla	ades Middle Evaluation Dat	te May 29, 2012	Time of Day 1	1:20
Outdoor Conditions Tempera	ature 92 Relative	e Humidity 55.9	Ambient CO2 4	19
		Range CO ² % - 60% 835		ccupants
Noticeable OdorNoCeiling2' x 4'WallsDrywall	Visible water damage / staining? No	Visible microbial growth?	Amount of material affected	
Floor 12" x 12" Vinyl	No	No		
Ceiling CleanNoWalls CleanYesFlooring CleanNoRoom SurfacesNoCleanNo	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No Yes No	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Thru exterior wall Grass and landscape	▼▼	Fresh Air Intake Free of Obstruction	Yes
Observations				

Corrective Actions to be Completed by Site Based Staff

Vacuum HVAC return grills	▼
The floor is due for summer cleaning	▼
Thoroughly clean horizontal surfaces	▼
Clean ceilings around HVAC supply grills	▼
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Corrective Actions to be Completed by PPO

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	IAQ Assessi	ment		
GI	ades Middle Evaluation Dat	e May 29, 2012	Time of Day 1	1:20
Outdoor Conditions Temper	ature 92 Relative	Humidity 55.9	Ambient CO2 4	19
		Range CO % - 60% 413		ccupants
Noticeable OdorNoCeiling2' x 4'WallsDrywallFloor12" x 12" Vinyl	Visible water damage / staining? Yes No No	Visible microbial growth? No No No	Amount of material affected < 1 sq ft	
Ceiling CleanNoWalls CleanYesFlooring CleanNoRoom SurfacesNoCleanNo	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No N/A No	HVAC Return Grills Clean Inside of Return Duct Clean	No N/A
Trash RemovedNoSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean N/A	_	SSROOM Yes N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Behind Bard unit/Exterior wal Grass and landscape	I ▼	Fresh Air Intake Free of Obstruction	Yes
Observations The HVAC system was not runn	ing at time of assessment. The	thermostat is set for t	the morning and evening f	or early

The HVAC system was not running at time of assessment. The thermostat is set for the morning and evening for early care and after care. - Inside the ductwork N/A Not Accessible - All other items N/A Not Applicable - Stained ceiling tile is adjacent to a ceiling speaker - humidity will rise when temperature comes down.

Corrective Actions to be Completed by Site Based Staff

Vacuum HVAC return grills	▼	[
The floor is due for summer cleaning	▼	
Thoroughly clean horizontal surfaces	▼	[
Clean ceilings around HVAC supply grills	▼	[
Empty trash containers daily	▼	[
Replace stained ceiling tile after repair is made	▼	[
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Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
Repair HVAC to reduce humidity level	▼
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