

managing risk with responsibility

Aston A. Henry, Director Risk Management Department			Telephone: Fax:	754 321-1900 754 321-1917	
October 29, 2013 Sig		Signature on File	For Custodial S	upervisor Use Only	100000000000000000000000000000000000000
TO:	Krista Herrara, Glades Middle	1	Custodial Issues Addressed Custodial Issues Not Addressed		
FROM:		Richard Rosa, Project Manager Risk Management Department			
SUBJECT:	Indoor Air Qual	ity (IAQ) Assessment			

On October 23, 2013, 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: 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

RR/tc Enc.

IAQ Assessment

	Glades Middle	Evaluation Date	October 23, 20	Time of Day	11:15
Outdoor Conditions Ten	nperature 83.1	Relative	Humidity 76	Ambient CO2	433
Fish Temperature 225 73	Range Relat	i		CO ² Range 836 MAX 700 > Ambient	# Occupants
Noticeable Odor No		vater damage / aining?	Visible microbia growth?	Amount of material affect	ted
Ceiling 2' x 4'		No	No		
Walls Drywall		No	No		
Floor 12" x 12" Vinyl		No	No		
Ceiling Clean Yes Walls Clean Yes		VAC Supply rills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes		nside of Supply ruct Clean	Yes	Inside of Retu Duct Clean	ırn Yes
Room Surfaces Yes Clean		eiling at Supply rills Clean	Yes		
Trash Removed Yes		st Fans Working	N/A	Unapproved Chemic Cleaners in Room	als / No
Signs of Pests No Room Cluttered No	Food if S	Drain Traps Wet tored in Room is Containers	N/A	Air Fresheners in Room	Yes
Mechanical Equipment Loca	tion FISH 212 # 1	-7		Mechanical Room Cl	ean Yes
Filters Installed Properly Condensate Pan Clean	Yes Coo	Filters Clean	Yes	Inside of HVAC Unit Cl	ean Yes
Fresh Air Intake Location	Roof top			Fresh Air Intake F	ree —
Pollutant Sources Near Air Intake	No			of Obstruction	Yes
Observations					
Corrective Actions to be Co	ompleted by Site Ba	sed Staff	Corrective A	ctions to be Completed b	y PPO
		▼ -			▼
		▼			▼
		▼			▼
		▼			▼
		▼			

IAQ Assessment

	Glades Midd	<u>Evaluation</u>	n Date October	r 23, 2013	Time of Day	12:00		
Outdoor Conditions Tem	perature	83.1 Rel	ative Humidity [76	Ambient CO2	433		
Fish Temperature 414 69.6	Range 72 - 78	Relative Humidity 45.7	Range 30% - 60%	CO ² 707		Occupants		
Noticeable Odor No	v	isible water damage staining?	e/ Visible m grow		Amount of material affected			
Ceiling 2' x 4'		No	No					
Walls Drywall		No	No					
Floor 12" x 12" Vinyl		No	No					
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes		HVAC Supply Grills Clean Inside of Supp Duct Clean	Yes Yes		HVAC Return Grills Clean Inside of Return Duct Clean	No Yes		
Room Surfaces No Clean		Ceiling at Sup Grills Clean	ply Yes		Juot Giodii			
Trash Removed Yes Signs of Pests No		Exhaust Fans Work Drain Traps \			Unapproved Chemicals Cleaners in Room	/ No		
Room Cluttered No		od if Stored in Rooi Sealed Containers			Air Fresheners in Room	Yes		
Mechanical Equipment Locat	ion FISH 42	20			Mechanical Room Clear	Yes		
Filters Installed Properly	Yes	Filters Cle	an Yes		Inside of HVAC Unit Clear	n Yes		
Condensate Pan Clean	Yes	Cooling Coil Cle	ean Yes					
Fresh Air Intake Location	Thru ex	terior wall		▼	Fresh Air Intake Free	Yes		
Pollutant Sources Near Air Intake	Grass a	Grass and landscape		▼	of Obstruction	1.55		
Observations								
4-renuzit air fresheners								
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO								
Thoroughly clean ho					ure to 72 - 78 degrees	▼		
Vacuum/wipe		▼ ▼				▼		
Remove chemicals an	iu/or air trest	neners ▼				▼		
		▼				▼		
		▼				▼		