

## managing risk with responsibility

Aston A. Henry, Director Risk Management Department October 28, 2013 Signature on File		Telephone: Fax:	754 321-1900 754 321-1917			
October 28,	2013	Signature on File	For Custodial S	For Custodial Supervisor Use Only		
ГО:	Frank Zagari, Prin <b>Indian Ridge Mic</b>	1		ues Addressed ues Not Addressed		
FROM:	Richard Rosa, Pro Risk Management	© .				

SUBJECT: Indoor Air Quality (IAQ) Assessment

On October 16, 2013, I conducted an assessment at **Indian Ridge 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**

Indian R	idge Middle Evaluation Date	te October 16, 2013	Time of Day1	0:00				
Outdoor Conditions Tempera	ature 82.9 Relative	e Humidity 69.7	Ambient CO2 47	78				
		Range CO <sup>2</sup> 702	Range # Oc MAX 700 > Ambient	cupants				
Noticeable Odor No	Visible water damage / staining?			Amount of material affected				
Ceiling 2' x 4'	No	No						
Walls Drywall	Yes	Yes	200 sq ft					
Floor Quarry Tile	No	No						
Ceiling Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No				
Walls Clean No Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes				
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No						
Trash Removed N/A	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No				
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No				
Room Cluttered N/A	Food if Stored in Room is in Sealed Containers	N/A	in Room	INO				
Mechanical Equipment Location	FISH 256 # 31		Mechanical Room Clean	Yes				
Filters Installed Properly Yes	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	No	▼	or obstruction					
Observations								
Kitchen storage room								
The walk in cooler is backed up to the storage room. Plan One: the custodial staff will pull the shelves off the wall and wipe down the microbial growth, leaving the wall open to ventilate properly. Plan two: If the microbial growth re-								
appears the carpentry department will replace the entire wall, adding insulation so no further condensation staining								

occurs. Wipe down supplies in room.

## **Corrective Actions to be Completed by Site Based Staff**

Controller to be completed by the Buseu		
Vacuum/wipe return grill		
Clean HVAC supply grills with Wexcide	▼	
Wipe wall stain with Wexcide and monitor.	▼	
Pull shelving off wall to ventilate	▼	
	▼	
	▼	
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	▼	

## **Corrective Actions to be Completed by PPO**

Evaluate area and if necessary	▼
replace entire wall, adding insulation barrier	▼
	▼
	▼
	▼
	▼
	▼
	▼