

managing risk with responsibility

Risk Management Department			Fax:	754 321-1900 754 321-1917	
December 18, 2013		Signature on File	For Custodial Supervisor Use Only		
TO:	Earnest Toliver, Principal Margate Middle School		Custodial Issues Addressed Custodial Issues Not Addressed		
FROM:	Robert Krickovi Risk Manageme	ch, Coordinator I, LEA ent Department			
SUBJECT:	Indoor Air Qua	lity (IAQ) Assessment			

On December 12, 2013, I conducted an assessment at **Margate 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.

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Outdoor Conditions Te	emperature 82.2] Relative	Humidity 67.4	Ambient CO2 5	36
Fish Temperature 178 74.4	1	 i	Range Co		ccupants 25
Noticeable Odor Yes	Amount of material affected				
Ceiling 2' X 4' Lay in	<u> </u>	No	No		
Walls Plaster		No	No		
Floor 12" x 12" Viny	<u> </u>	No	No		
Ceiling Clean Yes Walls Clean Yes		/AC Supply ills Clean	Yes	HVAC Return Grills Clean	Yes
Flooring Clean Yes	1	side of Supply ıct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	4	eiling at Supply ills Clean	Yes		
Trash Removed Yes	Exhaust	t Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	D	Prain Traps Wet	Yes	Air Fresheners	No
Room Cluttered No		ored in Room is Containers	N/A	in Room	INU
Mechanical Equipment Loc		Mechanical Room Clean	Yes		
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes Cool	ling Coil Clean	Yes		
Fresh Air Intake Location Roof top ▼				Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	None	None ▼		of Obstruction	[100]

Observations

Very strong odor in room - Sink in room trap was dry - Standing water in HVAC pan - Odor not as bad in HVAC Room -PPO to investigate source of odor (may be sewer gas or animal in duct)

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

Corrective Actions to be completed by 110	
Repair HVAC to reduce humidity level	▼
Investigate cause of odor and repair as needed	▼
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