

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Supervisor
Risk Management Department

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April 9, 2012

Signature on File

TO: Ms. Irene Cejka, Principal
Nova Middle School

FROM: Robert Krickovich, Coordinator I, LEA
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On March 22, 2012, I conducted an assessment at **Nova 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

RK/tc
Enc.

IAQ Assessment

Nova Middle

Evaluation Date March 22, 2012

Time of Day 9:45

Outdoor Conditions Temperature 78.5

Relative Humidity 67.5

Ambient CO2 475

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
172	69.2	72 - 78	69.3	30% - 60%	561	MAX 700 > Ambient	16
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	Plaster		No		No		
Walls	Plaster / Sound Board		Yes		No		Cloth Wall Surfaces
Floor	Carpet		No		No		
Ceiling Clean	Yes	HVAC Supply Grills Clean		No	HVAC Return Grills Clean		Yes
Walls Clean	Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean	Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean	No						
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 in Room		No
Room Cluttered	Yes	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location						Mechanical Room Clean	<input type="checkbox"/>
Filters Installed Properly	<input type="checkbox"/>	Filters Clean		<input type="checkbox"/>	Inside of HVAC Unit Clean		<input type="checkbox"/>
Condensate Pan Clean	<input type="checkbox"/>	Cooling Coil Clean		<input type="checkbox"/>			
Fresh Air Intake Location	 ▼					Fresh Air Intake Free of Obstruction	<input type="checkbox"/>
Pollutant Sources Near Air Intake	 ▼						

Observations

Instruments that were stored in wood cabinets over summer had microbial growth when cabinets were opened - inside of cabinets are very dusty, all surfaces in room are very dusty, cloth wall material dirty and stained.

PPO - Need to evaluate storage cabinets to install grills or cages to allow air flow into cabinets

PPO - Need to evaluate cloth wall surfaces clean or replace as necessary.

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean all surfaces	▼
Clean HVAC Supply Grills with Wexcide	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
Set temperature to 72 - 78 degrees	▼
Evaluate storage cabinets - See above	▼
Evaluate cloth wall surfaces - See above	▼
	▼
	▼
	▼
	▼