

Aston A. Henry, Supervisor Risk Management Department

managing risk with responsibility

Telephone:754 321-1900Fax:754 321-1917

May 29, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Ms. Irene Cejka, Principal Nova Middle School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Facilities and Construction Management	
SUBJECT:	Indoor Air Ouality (IAO) Assessment	

On May 17, 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

RR/tc Enc.

IAQ Assessment							
N	Nova Middle Evaluation Date	May 17, 2012	Time of Day 1	1:15			
Outdoor Conditions Tempera	ature 83.9 Relative	e Humidity 73.9	Ambient CO2 43	39			
		Range CO ² 0% - 60% 695		cupants			
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling2' x 4'WallsDrywallFloor12" x 12" Vinyl	No No	No No					
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes	Duci Clean				
Trash Removed Yes Signs of Pests No	Exhaust Fans Working Drain Traps Wet	N/A N/A	Unapproved Chemicals / Cleaners in Room	No			
Room Cluttered Yes	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location	FISH 603		Mechanical Room Clean	Yes			
Filters Installed ProperlyYesCondensate Pan CleanYes		Yes	Inside of HVAC Unit Clean	Yes			
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top Not readily accessible	▼	Fresh Air Intake Free of Obstruction	N/A			
Observations							
Evaluate the HVAC coil, due to o	dor and elevated humidity						

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean blinds to remove dust build up	▼
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	▼
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Corrective Actions to be Completed by PPO

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