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February 21, 2013

Signature on File

TO: Valerie Thomas, Principal  
**Olsen Middle School**

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

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 February 11, 2013, I conducted an assessment at **Olsen 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: Directors, School Performance & Accountability  
Shelley Meloni, Executive Director, Facilities Design and Construction  
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division  
Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division  
Aston Henry, Supervisor, Risk Management  
Sonja Coley, Senior Project Manager, Facilities Design and Construction  
Broward Teachers Union  
Federation of Public Employees

RK/tc  
Enc.

# IAQ Assessment

Olsen Middle

Evaluation Date February 11, 2013

Time of Day 12:45

Outdoor Conditions    Temperature 79.5

Relative Humidity 58.9

Ambient CO2 411

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
702	73.5	72 - 78	56.2	30% - 60%	1473	MAX 700 > Ambient	21
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		2' X 2' Lay in		Plaster		12" x 12" Vinyl	
No		No		No		No	
Ceiling Clean		Walls Clean		Flooring Clean		Room Surfaces Clean	
Yes		No		No		No	
HVAC Supply Grills Clean		Inside of Supply Duct Clean		Ceiling at Supply Grills Clean		HVAC Return Grills Clean	
No		Yes		Yes		No	
Trash Removed		Signs of Pests		Room Cluttered		Exhaust Fans Working	
Yes		No		No		N/A	
Drain Traps Wet		Food if Stored in Room is in Sealed Containers		Unapproved Chemicals / Cleaners in Room		Air Fresheners in Room	
No		N/A		No		No	
Mechanical Equipment Location				Mechanical Room Clean			
FISH 703				No			
Filters Installed Properly		Filters Clean		Condensate Pan Clean		Cooling Coil Clean	
Yes		No		No		No	
Fresh Air Intake Location				Fresh Air Intake Free of Obstruction			
Outside of Room				Yes			
Pollutant Sources Near Air Intake							
Trees							

**Observations**

Door to room blocked open - heavy dust on all surfaces - cob webs / spider webs / spiders in corners of room - flooring dirty / stained - windows do not close properly - sink trap dry (no water to sink)

Room 703 floor dirty / dusty - <5 sq ft visible microbial on wall that backs up to classroom (classroom side has plastic panel glued to wall) - condensate pan holding water - HVAC coils dusty -

School based staff to clean Mechanical room (used as air plenum)

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

Ensure water is poured down drains regularly	▼
at least monthly	▼
Clean cob webs from walls	▼
Thoroughly clean and sanitize flooring	▼
Thoroughly clean all surfaces	▼
Clean HVAC supply and return grills with Wexcide	▼
Remove and replace A/C filters	▼

**Corrective Actions to be Completed by PPO**

Clean HVAC unit	▼
Repair HVAC to reduce CO2 levels	▼
Remove / replace damaged wall material in 703	▼
Remove plastic panels from walls in 702	▼
and repair / replace wall material as necessary	▼
Evaluate and repairs windows to close properly	▼

# IAQ Assessment

Olsen Middle

Evaluation Date February 11, 2013

Time of Day 12:45

Outdoor Conditions    Temperature 79.5

Relative Humidity 58.9

Ambient CO2 411

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
708	73.4	72 - 78	66.8	30% - 60%	996	MAX 700 > Ambient	17
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		No		No			
2' X 2' Lay in		Plaster		12" x 12" Vinyl			
No		No		No			

Ceiling Clean	<input type="checkbox"/> Yes	HVAC Supply Grills Clean	<input type="checkbox"/> Yes	HVAC Return Grills Clean	<input type="checkbox"/> No
Walls Clean	<input type="checkbox"/> No	Inside of Supply Duct Clean	<input type="checkbox"/> Yes	Inside of Return Duct Clean	<input type="checkbox"/> N/A
Flooring Clean	<input type="checkbox"/> No	Ceiling at Supply Grills Clean	<input type="checkbox"/> Yes		
Room Surfaces Clean	<input type="checkbox"/> No				

Trash Removed	<input type="checkbox"/> Yes	Exhaust Fans Working	<input type="checkbox"/> N/A	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/> No
Signs of Pests	<input type="checkbox"/> No	Drain Traps Wet	<input type="checkbox"/> Yes	Air Fresheners in Room	<input type="checkbox"/> No
Room Cluttered	<input type="checkbox"/> No	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/> N/A		

Mechanical Equipment Location	FISH 707	Mechanical Room Clean	<input type="checkbox"/> No
Filters Installed Properly	<input type="checkbox"/> No	Filters Clean	<input type="checkbox"/> No
Condensate Pan Clean	<input type="checkbox"/> No	Cooling Coil Clean	<input type="checkbox"/> No
		Inside of HVAC Unit Clean	<input type="checkbox"/> No

Fresh Air Intake Location	Outside of Room	Fresh Air Intake Free of Obstruction	<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake	Trees		

**Observations**

Heavy dust on all surfaces - cob webs / spider webs / spiders in corners of room - flooring dirty / stained

Room 707 - floor dirty / dusty (room used as air plenum) - wrong size air filters allowing air by-pass - filters dirty - Coil Dirty - Condensate pan holding water

- Corrective Actions to be Completed by Site Based Staff**
- |  |   |
|--|---|
| Thoroughly clean all surfaces              | ▼ |
| Thoroughly clean and sanitize flooring     | ▼ |
| Clean cob webs from walls                  | ▼ |
| Remove and replace A/C filters             | ▼ |
| Clean Mechanical room (used as air plenum) | ▼ |
|  | ▼ |
|  | ▼ |
|  | ▼ |

- Corrective Actions to be Completed by PPO**
- |   |   |
|---|---|
| Repair HVAC to reduce humidity level              | ▼ |
| Clean HVAC unit                                   | ▼ |
| Supply proper size air filters or install fillers | ▼ |
|   | ▼ |
|   | ▼ |
|   | ▼ |
|   | ▼ |