

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departme	ent

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August 19, 2	014 Signature on File	For Custodial Supervisor Use Only
TO:	Valerie Thomas, Principal Olsen Middle School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 18, 2014, 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: Shelley Meloni, Executive Director, 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 Assess	ment		
	Olsen Middle Evaluation Dat	te August 18, 2014	Time of Day 12:	30
Outdoor Conditions Tem	perature 90.2 Relative	e Humidity 65.0	Ambient CO2 437	,
FishTemperature60671.7		Range CO ² % - 60% 511	Range # Occ MAX 700 > Ambient	upants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2'x2'/2'x4' Lay in	Νο	No		
Walls Plaster	No	No		
Floor 12" x 12" Vinyl	Yes	No	25 sq ft	
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
Walls CleanYesFlooring CleanNo	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Locati	on FISH 605		Mechanical Room Clean	Yes
Filters Installed Properly	No Filters Clean Yes Cooling Coil Clean	Yes I	nside of HVAC Unit Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Exterior corridor No	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
glue stains on flooring				

Corrective Actions to be Completed by Site Based Staff

Clean stained flooring	▼
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Corrective Actions to be Completed by PPO

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	IAQ Assess	ment	
С	Usen Middle Evaluation Da	te August 18, 2014	Time of Day 1:00
Outdoor Conditions Tempera	ature 90.2 Relative	e Humidity 65.0	Ambient CO2 437
	IngeRelative Humidity- 7876.330	Range CO ² % - 60% 497	Range # Occupants MAX 700 > Ambient
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected
Ceiling Drywall Walls Block/Drywall	No Yes	No Yes	8 sq ft
Floor concrete	Yes	No	puddling water
Ceiling Clean Yes Walls Clean No	HVAC Supply Grills Clean	N/a	HVAC Return Grills Clean N/a
Flooring Clean No	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a	
Trash Removed N/A	Exhaust Fans Working	N/A	Unapproved Chemicals / No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners No in Room
Mechanical Equipment Location	FISH 607		Mechanical Room Clean Yes
Filters Installed Properly	Filters Clean	Yes	Inside of HVAC Unit Clean Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes	
Fresh Air Intake Location	Exterior corridor	▼	Fresh Air Intake Free Yes
Pollutant Sources Near Air Intake	Νο	▼	
Observations			
607 is an exterior mechanical ro mechanical room that wicks up			in, Puddling of water in

Corrective Actions to be Completed by Site Based Staff

Mop up water on mechanical room floor in 607	▼
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Corrective Actions to be Completed by PPO

Support cond. drain to be in line with floor drain	▼
Replace water damaged wall board in 607	▼
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	IAQ Assessr	nent		
	Olsen Middle Evaluation Date	e August 18, 2014	Time of Day	:30
Outdoor Conditions Temp	perature 90.2 Relative	Humidity 65.0	Ambient CO2 4	37
FishTemperature71773.4		Range CO ² % - 60% 982	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 2' Lay in	No	No		
Walls Folding/drywall	Νο	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes
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 Yes	Exhaust Fans Working		Jnapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	Yes	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	on FISH 732	n	lechanical Room Clean	Yes
Filters Installed Properly	No Filters Clean	Yes	side of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes Cooling Coil Clean	Yes		
Fresh Air Intake Location	Exterior corridor	V	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Νο	▼		
Observations				
This room was once used as	a science lab.			

Corrective Actions to be Completed by Site Based Staff

Clean ceilings around HVAC supply grills or replace	▼
Custodian will add filter spacer in HVAC unit	▼
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Corrective Actions to be Completed by PPO

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