

## managing risk with responsibility

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October 7, 2014	4 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 October 2, 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	nent		
Olse	en Middle Evaluation Dat	e October 2, 2014	Time of Day	1:00
Outdoor Conditions Temperatu	re 84.7 Relative	Humidity 74.4	Ambient CO2 4	68
Fish         Temperature         Rang           504         71.4         72 - 7		Range         CO           % - 60%         782		ccupants
Noticeable OdorNoCeiling2'x2'/2'x4' Lay inWallsPlasterFloor12" x 12" Vinyl	Visible water damage / staining? No No No	Visible microbial growth? No No No	Amount of material affected	
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesNoCleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No Yes
Mechanical Equipment Location F Filters Installed Properly No Condensate Pan Clean Yes	ISH 503/505 Filters Clean Cooling Coil Clean	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	No Yes
Fresh Air Intake Location E Pollutant Sources Near Air N Intake	xterior corridor	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
There is an accordion door dividin	g two rooms and the accordi	on door is always on	en, hence the two HVAC u	inits

There is an accordion door dividing two rooms and the accordion door is always open, hence the two HVAC units feeding this room. The HFSP states the correct filter can't be ordered anymore. There is a small 3/4 " gap allowing air to bypass filter. HFSP will cut pieces of wood to remedy issue. The fresh air damper is always wide open allowing fresh air to enter through return grill into the classrooms from mechanical rooms.

Corrective Actions to be Completed by Site Based Staff

· _ · _ ·	
Thoroughly clean horizontal surfaces	▼
HFSP to install wood strip filter spacers	▼
Clean surfaces in mechanical room	▼
Sweep floor in the mechanical room	▼
	▼
	▼
	▼
	▼
	V           V           V           V           V           V           V           V           V           V           V           V

## Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼