

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:	Washington Collado, Principal Rickards Middle School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 18, 2014, I conducted an assessment at **Rickards 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

DM/tc Enc.

IAQ Assessment						
Rickard	s Middle Evaluation Da	August 18, 2014	Time of Day 10:	30 AM		
Outdoor Conditions Temperatur	re 89.7 Relativ	e Humidity 68.2	Ambient CO2 4	57		
FishTemperatureRang5088272 - 7		Range CO ² 9% - 60% 485		2		
Noticeable Odor No Ceiling Drywall Walls Drywall	Visible water damage / staining? No No	Visible microbial growth? No Yes	Amount of material affected			
Floor12" x 12" VinylCeiling CleanYesWalls CleanYesFlooring CleanYesRoom SurfacesYesCleanYes	No HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	No No Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes		
Trash RemovedN/ASigns of PestsN/ARoom ClutteredN/A	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	N/A N/A		
Mechanical Equipment Location	Filters Clean Cooling Coil Clean		Mechanical Room Clean Inside of HVAC Unit Clean			
Fresh Air Intake Location		▼	Fresh Air Intake Free of Obstruction			
Observations Fish #508 is a small rack room serv Wexcide. Wall backs up to restroon inspection.						

Corrective Actions to be Completed by Site Based Staff

Wipe wall with wexcide and evaluate.	▼	
Clean HVAC supply and return grills with Wexcide		
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Corrective Actions to be Completed by PPO

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Evaluate and repair cause of water damage	▼
Remove and replace wall material as necessary	▼
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