

# managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917	
July 11, 2013	Signature on File	For Custodial S	upervisor Use Only	
то:	Kathryn Marlow, Principal Seminole Middle School		ues Addressed ues Not Addressed	
FROM:	Richard Rosa, Project Manager Risk Management Department	-		
SUBJECT:	Indoor Air Quality (IAQ) Assessment			

On July 1, 2013, I conducted an assessment at **Seminole 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, Task Assigned Chief Facilities & Construction Officer, 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 Assessment**

Semin	ole Middle Evaluation Dat	July 1, 2013	Time of Day 1	300
Outdoor Conditions Temperat	ure 89.6 Relative	Humidity 63.5	Ambient CO2 4	34
Fish         Temperature         Rar           151         72.8         72 -		Range CO <sup>2</sup> 426	Range # 00 MAX 700 > Ambient	ccupants
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Tack Board	No	No		
Floor Carpet	Yes	Yes	entire floor	
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No
Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed No	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	No
Mechanical Equipment Location	Roof Top RTU # 12		Mechanical Room Clean	N/A
Filters Installed Properly Yes	Filters Clean	Yes	nside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location	Roof top	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	No	▼	or obstruction	
Observations				
The school staff will provide the o to be replaced, visible microbial o			al ceiling cuts. The carpo	et needs
Carpet needs to be removed prior to the start of school.				
Corrective Actions to be Comple	ted by Site Based Staff	Corrective Action	s to be Completed by PE	20

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Ceiling tile cuts needed around supply vents	▼
Remove carpet and replace with tile	▼
Repair HVAC to reduce humidity level	▼
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	▼
See observations for additional info	▼
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## **IAQ Assessment**

Seminole	Middle Evaluation Date	July 1, 2013	Time of Day 2:00	
Outdoor Conditions Temperature	89.6 Relative	Humidity 63.5	Ambient CO2 434	
Fish         Temperature         Range           154         74.1         72 - 78		Range CO <sup>2</sup> 426	Range # Occupants MAX 700 > Ambient	
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Tack Board	No	No		
Floor Carpet	Yes	Yes	entire floor	
Ceiling Clean No Walls Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	
Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean Yes	
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed No	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	
Signs of Pests No	Drain Traps Wet	N/A		
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners No in Room	
Mechanical Equipment Location Roc	of Top RTU # 15		Mechanical Room Clean N/A	
Filters Installed Properly N/A	Filters Clean	N/A	Inside of HVAC Unit Clean N/A	
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location Roc	of top	▼	Fresh Air Intake Free of Obstruction Yes	
Pollutant Sources Near Air Intake		▼	of Obstruction	
Observations				
The school staff will provide the ceiling tile for the PPO carpenter's dept. for the special ceiling cuts. The carpet needs to be replaced, visible microbial growth throughout entire floor. I could not open up RTU # 15.				
Carpet needs to be removed prior to	the start of school.			
Corrective Actions to be Completed	by Site Based Staff	Corrective Action	ns to be Completed by PPO	

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Corrective Actions to be completed by 110	
Ceiling tile cuts needed around supply vents	▼
Remove carpet and replace with tile	▼
Repair HVAC to reduce humidity level	▼
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See observations for additional info	▼
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## **IAQ Assessment**

Seminole	Middle Evaluation Da	te July 1, 2013	Time of Day 1430	
Outdoor Conditions Temperature	e 89.6 Relative	e Humidity 63.5	Ambient CO2 434	
Fish         Temperature         Range           156         72.6         72 - 78		Range CO <sup>2</sup> 418	Range # Occupants MAX 700 > Ambient	
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Tack Board	No	No		
Floor Carpet	Yes	Yes	entire floor	
Ceiling Clean No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	
Walls Clean Yes Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean Yes	
Room Surfaces No Clean	Ceiling at Supply Grills Clean	No		
Trash Removed No	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	
Signs of Pests No	Drain Traps Wet	N/A		
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners No in Room	
Mechanical Equipment Location Ro	of Top RTU # 15		Mechanical Room Clean N/A	
Filters Installed Properly N/A	Filters Clean	N/A	nside of HVAC Unit Clean N/A	
Condensate Pan Clean N/A	Cooling Coil Clean	N/A		
Fresh Air Intake Location Ro	of top	▼	Fresh Air Intake Free of Obstruction Yes	
Pollutant Sources Near Air Intake	,	▼	of Obstruction res	
Observations				
The school staff will provide the ceiling tile for the PPO carpenter's dept. for the special ceiling cuts. The carpet needs to be replaced, visible microbial growth throughout entire floor. I could not open up RTU # 15.				
Carpet needs to be removed prior to	the start of school.			
Corrective Actions to be Completed	I by Site Based Staff	Corrective Action	s to be Completed by PPO	
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Corrective Actions to be completed by 110	
Ceiling tile cuts needed around supply vents	▼
Remove carpet and replace with tile	▼
Repair HVAC to reduce humidity level	▼
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See observations for additional info	▼
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