

Aston A. Henry, Director  
Risk Management Department

Telephone: 754 321-1900  
Fax: 754 321-1917

March 19, 2014

Signature on File

TO: Kathryn Sullivan, Principal  
**Silver Lakes Middle School**

FROM: Robert Krickovich, Coordinator I, LEA  
Risk Management Department

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 March 13, 2014, I conducted an assessment at **Silver Lakes 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

RK/tc  
Enc.

# IAQ Assessment

Silver Lakes Middle

Evaluation Date March 13, 2014

Time of Day 2:20

Outdoor Conditions Temperature 77.7

Relative Humidity 41.3

Ambient CO2 424

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
304	70.8	72 - 78	48.5	30% - 60%	1032	MAX 700 > Ambient	4
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Ceiling	<input style="width: 100%;" type="text" value="2' X 4' Lay in"/>		<input type="checkbox"/> No	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Walls	<input style="width: 100%;" type="text" value="Plaster"/>		<input type="checkbox"/> No	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	
Floor	<input 12"="" style="width: 100%;" type="text" value="12" vinyl"="" x=""/>		<input type="checkbox"/> No	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>	

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"/> Yes	Inside of Supply Duct Clean	<input type="checkbox"/> Yes	Inside of Return Duct Clean	<input type="checkbox"/> Yes
Flooring Clean	<input type="checkbox"/> No	Ceiling at Supply Grills Clean	<input type="checkbox"/> No		
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"/> Yes
Room Cluttered	<input type="checkbox"/> No	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/> N/A		

Mechanical Equipment Location	<input style="width: 95%;" type="text" value="FISH 306"/>	Mechanical Room Clean	<input type="checkbox"/> Yes
Filters Installed Properly	<input type="checkbox"/> Yes	Filters Clean	<input type="checkbox"/> Yes
Condensate Pan Clean	<input type="checkbox"/> Yes	Cooling Coil Clean	<input type="checkbox"/> Yes
		Inside of HVAC Unit Clean	<input type="checkbox"/> Yes

Fresh Air Intake Location	<input style="width: 95%;" type="text" value="Outside of Room"/>	Fresh Air Intake Free of Obstruction	<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake	<input style="width: 95%;" type="text" value="Trees"/>		

**Observations**

**Strong odor in room from two Glade solid air fresheners - Dust build up and staining on floor - minor dust on surfaces - dust build up on ceilings at HVAC supply grills (need PPO) - Broken ceiling tiles and tiles not installed properly - CO2 slightly elevated - Sink drain clogged**

**Corridor outside of 304 and 303A rust on fixture and water stains on plaster ceiling - PPO check duct work above ceiling for leaks**

- Corrective Actions to be Completed by Site Based Staff**
- |   |   |
|---|---|
| Ensure ceiling tiles are installed properly | ▼ |
| Thoroughly clean ALL surfaces               | ▼ |
| Thoroughly clean and sanitize flooring      | ▼ |
| Clean HVAC return grills with Wexcide       | ▼ |
| Remove air fresheners                       | ▼ |
| Run water in sinks at least monthly         | ▼ |
| Encourage occupant to reduce clutter        | ▼ |
|   | ▼ |

- Corrective Actions to be Completed by PPO**
- |  |   |
|--|---|
| Replace ceiling tiles at HVAC supply grills    | ▼ |
| Replace broken ceiling tiles                   | ▼ |
| Install all tiles to fit properly              | ▼ |
| Repair HVAC to reduce CO2 levels               | ▼ |
| Repair HVAC above ceiling in exterior corridor | ▼ |
| Clean sink drain                               | ▼ |
|  | ▼ |
|  | ▼ |