

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departmer	١t

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February 12, 20	14 Signature on File	For Custodial Supervisor Use Only
TO:	Stephen Frazier, Principal Silver Trail Middle School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Richard Rosa, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On February 5, 2014, I conducted an assessment at Silver Trail 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.

Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction cc: 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 Ass	essment		
Sil	ver Trail Middle Evaluatio	n Date February 5, 2014	Time of Day 11:0	00
Outdoor Conditions Tem	perature 83.1 Rel	lative Humidity 67.6	Ambient CO2 431	
FishTemperature18874.4	RangeRelative Humidity72 - 7860.4	Range CO 30% - 60% 107		upants
Noticeable Odor No	Visible water damage staining?	e / Visible microbial growth?	Amount of material affected	
Ceiling 2' x 4'	No	No		
Walls Drywall	No	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 Supp Duct Clean	Yes	Inside of Return Duct Clean	No
Room Surfaces No Clean	Ceiling at Sup Grills Clean	Yes		
Trash Removed Yes Signs of Pests No	Exhaust Fans Work Drain Traps V		Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Food if Stored in Room in Sealed Containers		Air Fresheners in Room	No
Mechanical Equipment Locati	on FISH 178		Mechanical Room Clean	Yes
Filters Installed Properly	Yes Filters Cle	ean No	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean	Yes Cooling Coil Cle	ean Yes		
Fresh Air Intake Location	Roof top	▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Air Intake	Νο	▼	of obstruction 2	
Observations				
The filters are due for change	e out this week.			

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean horizontal surfaces	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Clean return drop	▼
Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
	▼
	▼
	▼