

managing risk with responsibility

Aston A. Henry, Director	
Risk Management Departmer	۱t

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August 14, 2	014 Signature on File	For Custodial Supervisor Use Only
TO:	Michael Walker, Principal <b>Sunrise Middle School</b>	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Dan Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On August 6, 2014, I conducted an assessment at **Sunrise 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						
Su	nrise Middle Evaluation Dat	e August 6, 2014	Time of Day 1	0:30		
Outdoor Conditions Tempera	ature 88.7 Relative	Humidity 68.2	Ambient CO2 4	45		
		Range CO   % - 60% 455		ccupants 2		
Noticeable OdorYesCeiling2' X 2' Lay inWallsPlaster / Drywall	Visible water damage / staining? No No	Visible microbial growth? No No	Amount of material affected			
Floor 12" x 12" Vinyl	No	No				
Ceiling CleanYesWalls CleanYesFlooring CleanYesRoom Surfaces CleanYes	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	No		
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A Yes N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No		
Mechanical Equipment Location Filters Installed Properly No Condensate Pan Clean Yes	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	No Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted to roof-top None	<ul><li>▼</li></ul>	Fresh Air Intake Free of Obstruction	Yes		
Observations						
Removed cardboard box and 2 f classroom. (waiting for teacher #703 needs to be cleaned. Open	•	isty and needs to be o				

Corrective Actions to be Completed by Site Based Staff

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Clean HVAC return grills with Wexcide	▼
Clean Mechanical room	▼
Remove fabric chairs and couch from classroom	▼
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## **Corrective Actions to be Completed by PPO**

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Repair HVAC to reduce humidity level	▼
Install appropriate filter spacer in HVAC	▼
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