

## managing risk with responsibility

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September 11, 2012 Signature on File

TO: Paula Meadows, Principal

Westpine Middle School

FROM: Richard Rosa, Project Manager

Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>Fo</u>	For Custodial Supervisor Use Only					
	Custodial Issues Addressed					
	Custodial Issues Not Addressed					
-						

On August 30, 2012, I conducted an assessment at **Westpine 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: Directors, School Performance & Accountability
Shelley Meloni, Executive Director, Facilities Design and Construction
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Supervisor, Risk Management
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Broward Teachers Union
Federation of Public Employees

RR/tc Enc.

## **IAQ Assessment**

Westpine Middle

**Evaluation Date** August 30, 2012

Time of Day

11:45

Outdoor Conditions	Temperature	82.5	Relativ	e Humidity [	77.6	Ambient CO2	109
Fish         Tempera           223         69.2		Relative Hum	<del>i</del>	Range 9% - 60%	<b>CO</b>		ccupants
Noticeable Odor	No	Visible water da staining?		Visible m		Amount of material affected	
Ceiling 2' x 2	2'	No		No			
Walls Ecoustic pane	el/drywall	No		No			
Floor Carpe	t	No		No			
Ceiling Clean	lo	HVAC Su Grills Cle		No		HVAC Return Grills Clean	Yes
Walls Clean Y	es						
Flooring Clean	<b>l</b> o	Inside of Duct Clea		Yes		Inside of Return Duct Clean	Yes
Room Surfaces Clean	lo	Ceiling a Grills Cle		No			
Trash Removed Y	es	Exhaust Fans	Working	N/A		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	lo l	Drain T	raps Wet	N/A		Air Fresheners	No
Room Cluttered N	10	Food if Stored in in Sealed Contai		N/A		in Room	No
Mechanical Equipment	Location FISH	219				Mechanical Room Clean	Yes
Filters Installed Properly	Yes	Filter	rs Clean	Yes		Inside of HVAC Unit Clean	Yes
Condensate Pan Clea	n Yes	Cooling Co	oil Clean	Yes			
Fresh Air Intake Location	n Roof	top			▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near A	Air No				▼	or obstruction	
Observations							
Corrective Actions to I	oe Completed b	y Site Based St	aff	Correc	tive Actio	ons to be Completed by P	РО
Clean ceilings around HVAC supply grills			<b> ▼</b> ]			o reduce humidity level	▼
Thoroughly clean elevated surfaces			<b> ▼</b>	Set	temperat	ure to 72 - 78 degrees	
Clean HVAC supply grills with Wexcide Shampoo the stains in carpet, and ventilate			▼				▼
Shampoo the Stan	ns in carpet, an	u ventnate	<del>                                     </del>				▼
			<b>▼</b>				
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