

managing risk with responsibility

Aston A.	Henry,	Dire	ctor	
Risk Man	agemer	nt De	partme	nt

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754 321-1917

January 29, 201	5 Signature on File	For Custodial Supervisor Use Only
TO:	Paula Meadows, Principal Westpine Middle School	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Daniel Meyer, Project Manager Risk Management Department	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On January 26, 2015, 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 754-321-1900.

Shelley Meloni, Executive Director, 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

DM/jj Enc.

	IAQ Assess	ment		
W	/estpine Middle Evaluation Da	te January 26, 2015	Time of Day 1:4	5 PM
Outdoor Conditions Temp	perature 72.8 Relative	e Humidity 53.8	Ambient CO2 40	03
FishTemperature41572.4		Range CO ² % - 60% 684	Range # Oc MAX 700 > Ambient	cupants
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling Tectum	No	No		
Walls Concrete block	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No
Room Cluttered N/A	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location	on FISH #416B		Mechanical Room Clean	Yes
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	Ducted thru exterior wall	▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Νο	▼	of obstruction	
Observations				
Gym - large return air grill ne	eds to be cleaned.			

Corrective Actions to be Completed by Site Based Staff

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	IAQ Assess	ment		
W	estpine Middle Evaluation Dat	e January 26, 2015	Time of Day 1:45 P	М
Outdoor Conditions Temp	erature 72.8 Relative	Humidity 53.8	Ambient CO2 403	
		Range CO ² % - 60% 837	Range# OccupMAX 700 >2Ambient	
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in	No	No		
Walls Drywall	No	No		
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	(es
Walls CleanYesFlooring CleanYes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	(es
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes		
Trash Removed Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	Yes N/A	Air Fresheners in Room	No
Mechanical Equipment Locatio	n FISH #426A		Mechanical Room Clean	/es
Filters Installed Properly	Filters Clean	Yes	side of HVAC Unit Clean	/es
Condensate Pan Clean Y	es Cooling Coil Clean	Yes		
Fresh Air Intake Location	Ducted thru exterior wall	▼	Fresh Air Intake Free	(es
Pollutant Sources Near Air Intake	Νο	▼		
Observations				
Art Room				

Corrective Actions to be Completed by Site Based Staff

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	IAQ Assessi	nent		
West	pine Middle Evaluation Dat	e January 26, 2015	Time of Day 1:4	45 PM
Outdoor Conditions Tempera	ture 72.8 Relative	Humidity 53.8	Ambient CO2 4	03
		Range CO ² % - 60% 1042		ccupants 22
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No	No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No		
Trash RemovedYesSigns of PestsNo	Exhaust Fans Working Drain Traps Wet	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room	
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes	-	Yes Yes	Mechanical Room Clean Inside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted thru exterior wall	▼	Fresh Air Intake Free of Obstruction	Yes
Observations Supply grills need to be cleaned.	Tiles around supply grills nee	d to be cleaned or rep	laced.	

Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply grills with Wexcide	▼
Clean ceilings around HVAC supply grills	▼
Replace tiles if necessary	▼
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	IAQ Assess	nent		
West	pine Middle Evaluation Dat	e January 26, 2015	Time of Day 1:4	15 PM
Outdoor Conditions Tempera	ature 72.8 Relative	Humidity 53.8	Ambient CO2 4	03
		Range CO ² % - 60% 1975		22
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	No		
Trash RemovedYesSigns of PestsNo	Exhaust Fans Working Drain Traps Wet	Yes	Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH #721		Mechanical Room Clean	Yes
Filters Installed Properly Yes Condensate Pan Clean Yes		Yes	Inside of HVAC Unit Clean	Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted thru exterior wall No	▼▼	Fresh Air Intake Free of Obstruction	Yes
Observations Supply grills need to be cleaned reduce CO2 levels in classroom	. Tiles around supply grills nee	d to be cleaned or rep	laced. Check outside air t	0

Corrective Actions to be Completed by Site Based Staff

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Repair HVAC to reduce CO2 level in classroom	▼
Ceiling tile cuts needed around supply vents	▼
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	IAQ Assessi	ment		
West	pine Middle Evaluation Dat	e January 26, 2015	Time of Day 1:4	45 PM
Outdoor Conditions Tempera	ture 72.8 Relative	Humidity 53.8	Ambient CO2 4	03
		Range CO % - 60% 128		ccupants 26
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 4' Lay inWallsDrywallFloor12" x 12" Vinyl	No No	No No No		
Ceiling CleanYesWalls CleanYesFlooring CleanYes	HVAC Supply Grills Clean Inside of Supply Duct Clean	No	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Νο	Duct Clean	
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No
Signs of PestsNoRoom ClutteredNo	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Air Fresheners in Room	No
Mechanical Equipment Location	FISH #904		Mechanical Room Clean	Yes
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes
Condensate Pan Clean Yes	Cooling Coil Clean	Yes		
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted thru exterior wall No	▼ ▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
Supply grills need to be cleaned reduce CO2 levels in classroom.	. Tiles around supply grills nee	d to be cleaned or rep	blaced. Check outside air t	to

Corrective Actions to be Completed by Site Based Staff

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Repair HVAC to reduce CO2 levels
Ceiling tile cuts needed around supply vents

	IAQ Assessi	ment		
West	pine Middle Evaluation Dat	e January 26, 2015	Time of Day 1:4	15 PM
Outdoor Conditions Tempera	ature 72.8 Relative	e Humidity 53.8	Ambient CO2 4	03
		Range CO ² % - 60% 1505	Range # Oo MAX 700 > Ambient	26
Noticeable OdorNoCeiling2' X 4' Lay inWallsDrywall	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 SurfacesYes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply	No Yes	HVAC Return Grills Clean Inside of Return Duct Clean	No Yes
Clean Trash Removed Yes Signs of Pests No Room Cluttered No	Grills Clean Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Yes Condensate Pan Clean Yes		Yes	Mechanical Room Clean nside of HVAC Unit Clean	Yes Yes
Fresh Air Intake Location Pollutant Sources Near Air Intake	Ducted thru exterior wall	▼	Fresh Air Intake Free of Obstruction	Yes
Observations Supply and Return grills need to air to reduce CO2 levels in class		bly grills need to be clea	aned or replaced. Check	outside

Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply and return grills with Wexcide	▼
Clean ceilings around HVAC supply grills	▼
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▼	Repair HVAC to reduce CO2 levels
▼	Ceiling tile cuts needed around supply vents
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