

Indoor Air Quality (IAQ) Assessment Request

Your input is important. In order to help us investigate and resolve your IAQ concerns, please complete and email return this form to EHS - Help@browardschools.com.

Name & Title of Requestor: _____

School: _____ Phone: _____ Date: _____

FISH#(s) to be assessed: _____

Problem/Complaint Information:

Briefly describe the nature of your IAQ problem or complaint: _____

1. Are there visible signs of water intrusion, water damage to walls, ceilings, or other surfaces (stains or blistered / peeling paint)?

YES NO If NO skip to question # 3

2. Has a work Order been called in to correct the water intrusion?

YES NO Work Order #: _____

If NO initiate a work order to correct the water intrusion issues, and to replace water damaged or stained material.

3. Has the complaint area been thoroughly cleaned? YES NO

Note: remove any build-up of dust within complaint area, clean and sanitize all surfaces utilizing the district's approved germicidal cleaner e.g. Wexcide*.

4. Are HVAC filters clean and installed properly? YES NO

5. Are HVAC supply and return grills clean? YES NO

6. Is the complaint due to temperature or humidity? YES NO

Work Order #: _____

7. Are there live plants in the complaint area? YES NO

If YES remove any live plants from complaint areas.

8. Are there live animals in the complaint area?

YES NO

If YES remove live animals from complaint area.

9. Are there non-approved chemicals or air fresheners in the complaint area?

YES NO

If YES remove all non-approved chemicals, room deodorizers, air fresheners from the complaint area.

10. Is the room cluttered with excess furnishings, papers, cardboard boxes, etc.?

YES NO

If YES remove all stuffed animals, cardboard boxes, excess papers, books, and stored items from the complaint area.

11. Is there visible microbial growth in the complaint area?

YES NO

12. Is the total amount of microbial growth in one room greater than 10 square feet?

YES NO

13. Is the microbial growth located on porous materials?

(drywall, ceiling tile, fabric, etc.)

YES NO

14. Has Physical Plant Operations completed all work orders in the complaint area and are all areas returned to clean un-damaged condition?

YES NO

If YES, what date where the work orders completed: _____

15. What date was the work (included in the IAQ Response Protocol completed by school-based staff? _____