

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: _____

Mechanical Rm / AHU# Related to FISH# above: _____

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? _____