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Signature on File

TO: Israel Canales, Manager
Administrative Sites

FROM: Kenneth I. Partee, Project Manager, Occupational Health and Environmental
Control
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 305

On November 16, 2005 the IAQ Assessment Team conducted an assessment of FISH 305 at **Bank of America Building - 3rd Floor (SAP)**. The evaluation consisted of a walkthrough of the identified areas to assess the current condition of the location with regard to indoor air quality. This assessment included observations of the carpet, floor tile, ceiling tile, interior walls, false ceiling plenum, and accessible ventilation equipment.

Attached are the findings of this assessment along with recommendations for further assessment, remediation, or corrective actions, if needed.

Generally, the IAQ Assessment did not identify any existing conditions significantly impacting IAQ and thereby presenting immediate health and safety concerns 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.

Should any questions arise, or if the current concerns continue after the attached recommendations have been addressed, please feel free to contact me at 754-321-3200.

cc: Jeffrey S. Moquin, Director, Risk Management
Bob Goode, Project Manager, Facilities and Construction Management
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

KP/tc
Enc.

IAQ Assessment

SBBC - Bank Building - 3rd Floor - SAP

Location Number
 Evaluation Requested
 Evaluation Date

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="305"/>	<input type="text" value="70"/>	<input type="text" value="72 - 78"/>	<input type="text" value="57"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="728"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="5"/>
Noticeable Odor	<input type="text" value="No"/>		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="2 ceiling tiles - 303G"/>		
Wall Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Flooring	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean and sanitize"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings:

- 2 stained ceiling tiles in FISH 303G
- Stains and dirt on carpet in FISH 305 and 3rd floor hallway
- Live and dead plants throughout rooms
- Some A/C vents closed
- Air fresheners and scented candles identified during assessment
- Dust and debris on environmental surfaces
- Low air flow in FISH 303F and 303G - occupant in 303F complains of being "groggy"

Recommendations:

Site Based Maintenance:

- Remove live and dead plants
- Keep all A/C vents open to control CO2 and humidity levels
- Control the use of air fresheners and scented candles
- Clean environmental surfaces as appropriate
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations Division:

- Evaluate cause of stained ceiling tiles in FISH 303G and repair. Replace ceiling tiles as necessary.
- Evaluate low air flow in FISH 303F and 303G and repair as appropriate
- Clean and sanitize carpeting in FISH 305 and 3rd floor hallway and evaluate for replacement