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Signature on File

TO: Israel Canales, Manager
Administrative Sites

FROM: Eric M. Chisem., Supervisor
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 401

On December 5, 2006 I conducted an assessment of FISH 401 at the **North Central Administrative Office**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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: Dr. Harry LaCava, Area Superintendent
Jeffrey S. Moquin, Director, Risk Management
Henry Verdugo, 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

EC/tc
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IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

North Central Area Administrative Office

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="401"/>	<input type="text" value="65.4"/>	<input type="text" value="72 - 78"/>	<input type="text" value="43.8"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="968"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
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:

- Complaint of chemical odor and symptoms of headache and light headedness. No odor was detected at the time of the assessment.
- Minor dust and debris on environmental surfaces.
- Several live plants throughout the area. Visible microbial growth on the soil of most of the plants. One plant was removed from the office due to heavy microbial growth.
- Temperature was low at the time of the assessment. Space heaters were in use at the time of the assessment.

Recommendations:

Site Based Maintenance:

- Remove personal items and reduce clutter on environmental surfaces to allow custodial staff to thoroughly clean surfaces.
- Remove all live plants
- Adjust thermostat to increase temperature
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate