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Risk Management Department

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November 20, 2012

Signature on File

TO: Roy Norton, Manager  
**Physical Plant Operations**

FROM: Robert Krickovich, Coordinator I, LEA  
Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
_____	
_____	

On October 31, 2012, I conducted an assessment at **Central Bus Terminal**. 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 754-321-1907.

cc: Shelley Meloni, Executive Director, Facilities Design and Construction  
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division  
Sonja Coley, Senior Project Manager, Facilities Design and Construction  
Aston Henry, Supervisor, Risk Management

RK/tc  
Enc.

# IAQ Assessment

Central Bus Terminal

Evaluation Date October 31, 2012

Time of Day 1:30

Outdoor Conditions    Temperature 78.2    Relative Humidity 33.0    Ambient CO2 477

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
920	71.2	72 - 78	38.2	30% - 60%	1366	MAX 700 > Ambient	2
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling		Walls		Floor			
No		Yes		No		1 tile back right corner	
2' X 2' Lay in		No		No			
Drywall		No		No			
Carpet		No		No			

Ceiling Clean	<input type="checkbox"/> Yes	HVAC Supply Grills Clean	<input type="checkbox"/> No	HVAC Return Grills Clean	<input type="checkbox"/> No
Walls Clean	<input type="checkbox"/> Yes	Inside of Supply Duct Clean	<input type="checkbox"/> Yes	Inside of Return Duct Clean	<input type="checkbox"/> Yes
Flooring Clean	<input type="checkbox"/> No	Ceiling at Supply Grills Clean	<input type="checkbox"/> No		
Room Surfaces Clean	<input type="checkbox"/> No				

Trash Removed	<input type="checkbox"/> Yes	Exhaust Fans Working	<input type="checkbox"/> N/A	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/> No
Signs of Pests	<input type="checkbox"/> No	Drain Traps Wet	<input type="checkbox"/> N/A	Air Fresheners in Room	<input type="checkbox"/> No
Room Cluttered	<input type="checkbox"/> No	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/> N/A		

Mechanical Equipment Location	FISH 922	Mechanical Room Clean	<input type="checkbox"/> No
Filters Installed Properly	<input type="checkbox"/> No	Filters Clean	<input type="checkbox"/> No
Condensate Pan Clean	<input type="checkbox"/> No	Cooling Coil Clean	<input type="checkbox"/> No
		Inside of HVAC Unit Clean	<input type="checkbox"/> No

Fresh Air Intake Location	Outside of room	Fresh Air Intake Free of Obstruction	<input type="checkbox"/> Yes
Pollutant Sources Near Air Intake	Bus drive		

**Observations**

One stained ceiling tile back right corner of room - CO2 slightly elevated - Carpet stained / dirty - dust on surfaces - supply grills dirty - return grill dirty - ceiling tiles at supply grills dirty - Mechanical room 922 used for storage - one inch HVAC filters dirty (changed 8/20/12) - filters not proper size or fillers missing allowing air bypass - coils dirty - inside of HVAC unit dirty

**Corrective Actions to be Completed by Site Based Staff**

Thoroughly clean all surfaces	▼
Thoroughly clean stained carpet	▼
Clean ceilings around HVAC supply grills	▼
Clean HVAC supply and return grills with Wexcide	▼
Clean HVAC Return Grill with Wexcide	▼
Change 1" filters every month	▼
Remove storage items from mechanical room	▼
	▼

**Corrective Actions to be Completed by PPO**

Evaluate and repair cause of stained ceiling tiles	▼
Repair HVAC to reduce CO2 levels	▼
Clean entire HVAC system	▼
Supply proper filters or fillers	▼
	▼
	▼
	▼
	▼