

RISK MANAGEMENT...

managing risk with responsibility

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January 31, 2008

Signature on File

TO: Mr. Michael Garretson, Deputy Superintendent
Facilities and Construction Management

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
Building 7 - FISH 701

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

On December 14, 2007 I conducted an assessment of Building 7 at **Facilities and Construction Management Hottt Complex**. 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.

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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-3200.

cc: Derrick Ragland, Executive Director, Facilities and Construction Management
Jeffrey S. Moquin, Director, Risk Management
Jack Cooper, Senior Project Manager, Facilities and Construction Management
Israel Canales, Manager, Administrative Sites
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
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Location Number 9067

Facilities and Construction Management/Hortt

Evaluation Requested

Time of Day 12:00 pm

Evaluation Date December 14, 2007

Outdoor Conditions Temperature 81.8 Relative Humidity 69.9 Ambient CO2 454

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
701	74.5	72 - 78	53.2	30% - 60%	601	Max 700 > Ambient	7
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling Type		No		No		None	
Wall Type		No		No		None	
Flooring		Yes		No		Various	

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

Observations

Findings:

- 2 live plants with visible microbial growth in soil
- Spider webs along window sills
- Heavy dust build up on environmental surfaces throughout the building. Excessive clutter throughout hindering cleaning efforts.
- Open holes in wall (FISH 701) - two conduits with open space - allowing outside air into occupied space and access for pests. Observed pest droppings on floor.
- Carpet is worn, buckling and torn in multiple areas
- Dust build up on window blinds

Recommendations:

Site Based Maintenance:

- Remove live plants
- Thoroughly clean window sills and blinds to remove spider webs and dust.
- Thoroughly clean environmental surfaces throughout building 7 and encourage occupants to reduce clutter to assist with cleaning efforts.
- 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

- Provide custodial assistance to thoroughly clean building 7
- Seal holes in wall (FISH 701)
- Initiate work order for pest control
- Evaluate carpet for cleaning and repair

NOTE - Custodial supervisor advised that they cleaned the building the beginning of January and sealed the holes in FISH 701.