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Signature on File

TO: Israel Canales, Manager
Administrative Sites

FROM: Aston A. Henry, Jr., Supervisor
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
Various Areas and A/C Units

On May 11, 2006 Ken Partee and I conducted an assessment of various areas and the air conditioning units at **Kathleen C. Wright Administration**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. 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.

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
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

AAH/tc
Enc.

IAQ Assessment

Kathleen C. Wright Administration

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
A/C Units	<input type="text"/>	72 - 78	<input type="text"/>	30% - 60%	<input type="text"/>	Max 700 > Ambient	<input type="text"/>
Noticeable Odor	<input type="text" value="No"/>		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
Wall Type	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
Flooring	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HVAC Supply Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HVAC Return Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Surfaces in Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Observations

Findings:
 - No visible signs of microbial growth or water intrusion
 - Heavy dust build up on A/C coils and the drain pans appeared to be holding water
 - Some drain pans are rusted

Recommendations:

Site Based Maintenance:
 - 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:
 - Check all A/C units on each floor and clean the coils and repair/replace drain pans as necessary.