

managing risk with responsibility

Aston A. Henry, Supervisor Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917
March 4, 2013	Signature on File	For Custodial Supervisor Use Only Custodial Issues Addressed	
TO:	Israel Canales, Manager Kathleen C. Wright Building		
	c c	Custodial Iss	ues Not Addressed
FROM:	Aston A. Henry, Supervisor Risk Management Department		
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On February 7, 2013, Theresa Coleman and I conducted an assessment at the Kathleen C. Wright Building. 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, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Aston Henry, Supervisor, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction

AAH/tc Enc.

IAQ Assessment

Evaluation Date

Kathleen C. Wright Complex

February 7, 2013

Time of Day

3:50

Outdoor Conditions Temperature 76.2	Relative	e Humidity [66.2	Ambient CO2 38	30				
Fish Temperature Range Relative Hun 123 74.4 72 - 78 47	i	Range % - 60%	CO ²	Range # Oo MAX 700 > Ambient	ccupants 4				
Noticeable Odor No Visible water da		Visible m grow		Amount of material affected					
Ceiling 2' X 4' Lay in No		No							
Walls Drywall No		No	<u> </u>						
Floor 12" x 12" Vinyl Yes		No	<u> </u>	Various					
Ceiling Clean Yes HVAC Su	ınnly			HVAC Return					
Grills Cle		No		Grills Clean	N/a				
Walls Clean Yes Inside of Flooring Clean Yes Duct Clean		Yes		Inside of Return Duct Clean	N/A				
				Duot Glouii					
Room Surfaces No Ceiling a Clean Grills Cle		Yes							
Trash Removed Yes Exhaust Fans	Working	N/A		Unapproved Chemicals /	No				
Signs of Pests No Drain T	raps Wet	N/A							
Room Cluttered No Food if Stored in Sealed Contai		N/A		Air Fresheners in Room	No				
Mechanical Equipment Location				Mechanical Room Clean	N/A				
Filters Installed Properly N/A Filter	rs Clean	N/A		Inside of HVAC Unit Clean	N/A				
Condensate Pan Clean N/A Cooling Co	oil Clean	N/A							
Fresh Air Intake Location			▼	Fresh Air Intake Free					
Pollutant Sources Near Air Intake			▼	of Obstruction					
Observations									
Dust build up on surfaces throughout the room. Stained, cracked and broken floor tiles. Dust build up on HVAC									
supply grill.									
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO									
Thoroughly clean all surfaces	V		ve and repl	ace broken, cracked and	▼				
Clean HVAC supply grills with Wexcide	 ▼		stain	ed floor tiles					
	╫				▼				
	╅				▼				

IAQ Assessment

Kathleen C. Wright Complex Evaluation Date February 7, 2013 Time of Day 3:50									
Outdoor Conditions Temperature 76.2	Relative Humidity 66.2 Ambient CO2 380								
FishTemperatureRangeRelative HumGuard St.72.172 - 7841.3	Name								
Noticeable Odor Yes Visible water da staining?									
Ceiling Metal No	No								
Walls Glass and Metal No	No								
Floor 12" x 12" Vinyl Yes	No Various broken tiles								
Ceiling Clean Yes HVAC Su Grills Cle Walls Clean Yes	an Grills Clean No								
Flooring Clean Yes Inside of Duct Clea									
Room Surfaces Yes Ceiling at Supply Clean N/a									
Trash Removed Yes Exhaust Fans	Working N/A Unapproved Chemicals / No No								
Signs of Pests No Drain Traps Wet N/A									
Room Cluttered No Food if Stored in Room is in Room in Sealed Containers Air Fresheners in Room									
Mechanical Equipment Location Mechanical Room Clean N/A									
Filters Installed Properly No Filter	s Clean No Inside of HVAC Unit Clean No								
Condensate Pan Clean N/A Cooling Coil Clean No									
Fresh Air Intake Location Pollutant Sources Near Air	Fresh Air Intake Free of Obstruction								
Intake									
Observations Guard Station in Parking Garage. Odor from car exhaust. Heavy dust and debris inside A/C unit (shaker) and coils. Filter not installed. Unit drawing outside air from inside of parking garage structure.									
Corrective Actions to be Completed by Site Based Staff Corrective Actions to be Completed by PPO									
Ensure filter is installed in A/C Shaker Unit	▼ Thoroughly clean A/C shaker unit ▼ Evaluate fresh air intake on unit ▼								
	▼ Evaluate fresh air intake on unit ▼ Remove and replace broken floor tiles ▼								
	▼ ▼								
V V									
	▼								