

## managing risk with responsibility

Aston A. Henry, Supervisor			Гelephone:	754 321-1900
Risk Management Department			Fax:	754 321-1917
March 11, 2013	Signature on File	For	Custodial Su	pervisor Use Only
				-
TO:	Israel Canales, Manager	Custodial Issues Addressed		
	Kathleen C. Wright Building		Custodial Issue	es Not Addressed
		ΙШΙ	Custodiai issu	es ivoi riddressed
FROM:	Aston A. Henry, Supervisor			
	Risk Management Department			
SUBJECT:	Indoor Air Quality (IAQ) Assessment			

On March 8, 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 not identify any existing conditions significantly impacting IAQ or 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 allergens and / or conditions noted 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 any item/s identified and noted 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**

March 8, 2013

Time of Day

12:35

**Evaluation Date** 

Kathleen C. Wright Complex

Outdoor Conditions Temp	perature	78.4	Relative	Humidity [	38.1	Ambient CO2 4	85
Fish Temperature 1003 72.1	Range 72 - 78	Relative Hui	<del>i</del>	Range % - 60%	<b>CO</b> 717		ccupants
Noticeable Odor No		Visible water d		Visible mi growt		Amount of material affected	
Ceiling 2' X 4' Lay in  Walls Drywall		No No		No No	_		
Floor Carpet		No		No			
Ceiling Clean Yes Walls Clean Yes		HVAC S Grills Cl		Yes		HVAC Return Grills Clean	Yes
Flooring Clean Yes		Inside o Duct Cle	f Supply ean	Yes		Inside of Return Duct Clean	Yes
Room Surfaces No Clean		Ceiling a Grills Cl	at Supply ean	Yes			
Trash Removed Yes		Exhaust Fans	_	N/A		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No  Room Cluttered No		Drain 1 Food if Stored ii in Sealed Conta		N/A		Air Fresheners in Room	No
Mechanical Equipment Locati	on					Mechanical Room Clean	N/A
	N/A	Filte Cooling C	ers Clean oil Clean	N/A		Inside of HVAC Unit Clean	N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake					<b>V</b>	Fresh Air Intake Free of Obstruction	
Observations							
Minor dust on top of bookcas	se						
Corrective Actions to be Cor	moleted b	v Site Rased S	taff	Correc	tive Actio	ons to be Completed by PF	10
Thoroughly clean el		-	▼ [	Ourion	IIVE AU	ons to be completed by	▼
			▼				<b>▼</b>
			<b>▼</b>				▼
			╫				▼
							▼
			▼				▼