

## managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: 754 321 Fax: 754 321	
October 8, 20	013 Signature on File	For Custodial Supervisor Use Only	
то:	Israel Canales, Manager <b>Kathleen C. Wright Building</b>	Custodial Issues Addressed  Custodial Issues Not Addressed	
FROM:	Robert Krickovich, Coordinator I, LEA Risk Management Department		_
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On October 3, 2013, Theresa Coleman and I conducted an assessment at **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 Roy Norton, Manager, Custodial/Grounds, Physical Plant Operations Division Aston Henry, Director, Risk Management Sonja Coley, Senior Project Manager, Facilities & Construction

RK/tc Enc.

## **IAQ Assessment**

October 3, 2013

Time of Day

9:30

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Evaluation Date

Kathleen C. Wright Complex

Outdoor Conditions Temperature 80.0	Relative Humidity 90.6 Ambient CO2 523			
Fish         Temperature         Range         Relative H           501         74.8         72 - 78         47.0				
Noticeable Odor No Visible water staining				
Ceiling 2' X 2' Lay in No	No L			
Walls Drywall No	No L			
Floor Carpet No	No			
Ceiling Clean Yes HVAC	Supply HVAC Return Clean Yes Grills Clean			
Walls Clean Yes	e of Supply Inside of Return			
Flooring Clean Yes Duct C	11, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,			
= =	g at Supply Clean Yes			
Trash Removed Yes Exhaust Fa	ns Working N/A Unapproved Chemicals / Cleaners in Room No			
Signs of Pests No Drain	n Traps Wet N/A Air Fresheners No			
Room Cluttered No Food if Stored in Sealed Con	d in Room is in Room			
Mechanical Equipment Location FISH 511	Mechanical Room Clean Yes			
Filters Installed Properly Yes Fi	Iters Clean Yes Inside of HVAC Unit Clean Yes			
Condensate Pan Clean Yes Cooling Coil Clean Yes				
Fresh Air Intake Location Roof top Fresh Air Intake Free				
Pollutant Sources Near Air Intake None of Obstruction				
Observations				
Occupant complaint of odor in the area. No odor d Minor dust on all surfaces - Minor stains on carpet	etected at the time of assessment. Several live plants in area -			
Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO				
Thoroughly clean all surfaces	<u> </u>			
Occupants will need to remove personal items or facilitate cleaning of the area	▼			
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