

managing risk with responsibility

Aston A. Henry, Director Risk Management Department		Telephone: Fax:	754 321-1900 754 321-1917		
October 15,	2013	Signature on File	For Custodial S	upervisor Use Only	
TO:	Roy Norton, M Physical Plant	O		ues Addressed ues Not Addressed	
FROM:	Robert Krickov Risk Manageme	ich, Coordinator I, LEA ent Department			
SUBJECT:	Indoor Air Qua	lity (IAQ) Assessment			

On October 11, 2013, I conducted an assessment at **Lauderdale Manors Administrative Site**. 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.

Shelley Meloni, Task Assigned Chief Facilities & Construction Officer, Facilities & Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
 Aston Henry, Director, Risk Management
 Sonja Coley, Senior Project Manager, Facilities & Construction

RK/tc Enc.

Lauderdale Ma	anors Admin Evaluation Date	e October 11, 2013	Time of Day	9:30
Outdoor Conditions Tempera	ature 76.1 Relative	Humidity 80.7	Ambient CO2 4	99
		Range <u>CO</u> ² % - 60% 524	Range # 00 MAX 700 > Ambient	ccupants 2
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Plaster Floor 12" x 12" Vinyl	No No No	No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes Room Surfaces Clean	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Trash Removed Yes Signs of Pests No Room Cluttered No	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Condensate Pan Clean N/A	-	N/A I	Mechanical Room Clean	N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	V	Fresh Air Intake Free of Obstruction	Yes
Observations				
Corrective Actions to be Compl	eted by Site Based Staff	Corrective Action	s to be Completed by PF	90
	▼ ▼			▼ ▼
	▼ ▼			▼ ▼
	▼ ▼			▼
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Lauderdale Manors Admin Eva	luation Date October 11, 2013 Time of Day 9:30
Outdoor Conditions Temperature 76.1	Relative Humidity 80.7 Ambient CO2 499
Fish Temperature Range Relative Hur 106 72.1 72 - 78 62.0	Name
Noticeable Odor No Visible water da staining? Ceiling 2' X 4' Lay in No	
Walls Plaster No Floor 12" x 12" Vinyl No	No No
Ceiling Clean Yes Walls Clean Flooring Clean Yes Inside of Duct Cle Room Surfaces Yes Ceiling a	f Supply Yes Inside of Return Duct Clean N/A
Room Surfaces Yes Ceiling a Clean Grills Cle Trash Removed Yes Exhaust Fans	Working N/A Unapproved Chemicals /
	Cleaners in Room Air Fresheners In Room is In Room
Mechanical Equipment Location Roof Top Filters Installed Properly N/A Filte Condensate Pan Clean N/A Cooling	Mechanical Room Clean N/A ers Clean N/A Inside of HVAC Unit Clean N/A oil Clean N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake None	Fresh Air Intake Free of Obstruction
Observations	
Windows do not close	
Corrective Actions to be Completed by Site Based St	
	▼ Evaluate and repair windows for proper closure ▼
	▼ ▼
	▼
	
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Lauderdale Manors Admin Eval	luation Date October 11, 2013 Time of Day 9:30
Outdoor Conditions Temperature 76.1	Relative Humidity 80.7 Ambient CO2 499
Fish Temperature Range Relative Hun 107 70.8 72 - 78 43.7	nidity Range CO ² Range # Occupants 30% - 60% 534 MAX 700 > 2 Ambient
Noticeable Odor No Visible water da staining?	- unatarial affactad
Ceiling 2' X 4' Lay in Yes	No 4 tiles
Walls Plaster No	Yes <1 sq ft
Floor 12" x 12" Vinyl No	No
Ceiling Clean Yes Grills Cle Walls Clean Yes Inside of Duct Cle	ean Yes Grills Clean Yes Inside of Return
Room Surfaces Yes Ceiling a Clean Grills Cle	at Supply Yes
Trash Removed Yes Exhaust Fans Signs of Pests No Drain T	Working N/A Unapproved Chemicals / Cleaners in Room NO
Room Cluttered No Food if Stored in Sealed Contain	Air Fresheners No in Room
Mechanical Equipment Location Roof Top	Mechanical Room Clean N/A
Filters Installed Properly N/A Filte	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 Pollutant Sources Near Air Intake Roof top None	Fresh Air Intake Free of Obstruction
Observations	
Four stained ceiling tiles over HVAC grills - Blistered HVAC supply grill	paint on North and West walls - Microbial growth on wall over
Corrective Actions to be Completed by Site Based St	
Clean wall at HVAC supply grill	▼ Evaluate and repair cause of stained ceiling tiles ▼ Evaluate and repair cause of blistered paint ▼
	▼ repair wall material as necessary ▼
	V V

Lauderdale Manors Admin Eva	aluation Date October 11, 2013 Time of Day 9:30
Outdoor Conditions Temperature 76.1	Relative Humidity 80.7 Ambient CO2 499
Fish Temperature Range Relative Hunge 108 73.2 72 - 78 54.2	midity Range CO ² Range # Occupants 30% - 60% 567 MAX 700 > 4 Ambient
Noticeable Odor No Visible water do staining	
Ceiling 2' X 4' Lay in No	No
Walls Plaster No	No
Floor 12" x 12" Vinyl No	No
Ceiling Clean Yes HVAC S Grills Cl Walls Clean Yes	'''
Flooring Clean Yes Inside o	of Supply ean
Room Surfaces Yes Ceiling a Grills Cl	at Supply lean Yes
Trash Removed Yes Exhaust Fans	Cleaners in Room No
Signs of Pests No Drain 1 Room Cluttered No Food if Stored in Sealed Conta	
Mechanical Equipment Location Roof Top	Mechanical Room Clean N/A
Filters Installed Properly N/A Filter	ers Clean N/A Inside of HVAC Unit Clean N/A
Condensate Pan Clean N/A Cooling C	Coil Clean N/A
Fresh Air Intake Location Roof top	▼ Fresh Air Intake Free of Obstruction Yes
Pollutant Sources Near Air Intake	▼
Observations	
Windows do not close completely	
Corrective Actions to be Completed by Site Based S	
	▼ Evaluate and repair windows for proper closure ▼
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Lauderdale Ma	nors Admin Evaluation Date	October 11, 2013	Time of Day	9:30
Outdoor Conditions Tempera	ature 76.1 Relative	Humidity 80.7	Ambient CO2 4	99
		Range <u>CO</u> ² % - 60 % 566	Range # Oo MAX 700 > Ambient	ccupants 2
Noticeable Odor No Ceiling 2' X 4' Lay in Walls Plaster	Visible water damage / staining? No	Visible microbial growth? No No	Amount of material affected	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Walls Clean Flooring Clean Room Surfaces Clean Yes Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean Ceiling at Supply Grills Clean	Yes Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Trash Removed Yes Signs of Pests No Room Cluttered No	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location Filters Installed Properly Condensate Pan Clean N/A	-	N/A I	Mechanical Room Clean	N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
Corrective Actions to be Compl		Corrective Action	s to be Completed by PF	
	▼ ▼ ▼			▼ ▼
	▼ ▼			▼ ▼
	▼ ▼			▼ ▼

October 11, 2013

Time of Day

9:30

Evaluation Date

Outdoor Conditions	Temperature 76.1	Relativ	e Humidity	80.7	Ambient CO2 4	99
Fish Temperatu 113 72.6	re Range Rela	49.4 30	Range)% - 60%	CO ² 627	Range # Oo MAX 700 > Ambient	ccupants 3
		water damage / staining?	Visible mici growth		Amount of material affected	
Ceiling 2' X 4' Lay		No	No]		
Walls Plaster		No	No	<u> </u> -		
Floor 12" x 12" Vi	inyl	No	No]		
Ceiling Clean Ye	=	HVAC Supply Grills Clean	Yes		HVAC Return Grills Clean	Yes
Walls Clean Ye Flooring Clean Ye	=	Inside of Supply Duct Clean	Yes		Inside of Return Duct Clean	N/A
Room Surfaces Ye		Ceiling at Supply Grills Clean	Yes			
Trash Removed Ye	Ϊ	ust Fans Working	N/A		Unapproved Chemicals / Cleaners in Room	No
Signs of Pests No	느	Drain Traps Wet	N/A		Air Fresheners	Yes
Room Cluttered No		Stored in Room is d Containers	N/A		in Room	
Mechanical Equipment L	ocation Roof Top				Mechanical Room Clean	N/A
Filters Installed Properly	N/A	Filters Clean	N/A	ı	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A C	ooling Coil Clean	N/A			
Fresh Air Intake Location	Roof top			▼	Fresh Air Intake Free	Yes
Pollutant Sources Near Ai	r None			▼	of Obstruction	100
Observations						
Air freshener in room - w	vindows do not close	completely				
Commention Anthony to 1	- Commission I - C' - 5	loosed Ct-ff				
Corrective Actions to be Remove air fre	e Completed by Site E esheners from room	ased Staff ▼			s to be Completed by PF windows for proper closu	
		▼				▼
		▼ ▼				▼
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Lauderdale Manors Admin Eva	luation Date October 11, 2013 Time of Day 9:30
Outdoor Conditions Temperature 76.1	Relative Humidity 80.7 Ambient CO2 499
Fish Temperature Range Relative Hur 114 71.9 72 - 78 52.9	Name
Noticeable Odor No Visible water da staining? Ceiling 2' X 4' Lay in No	
Walls Plaster No Floor 12" x 12" Vinyl No	No No
Ceiling Clean Yes Walls Clean Yes Inside of Duct Cle	Yes Grills Clean Yes Inside of Return
Room Surfaces Yes Ceiling a Clean Grills Cle	ean Yes
Trash Removed Yes Exhaust Fans Signs of Pests No Drain T Room Cluttered No Food if Stored ir in Sealed Contain	Cleaners in Room No No No No No No No No No
Mechanical Equipment Location Roof Top Filters Installed Properly N/A Filte Condensate Pan Clean N/A Cooling Co	Mechanical Room Clean N/A rs Clean N/A Inside of HVAC Unit Clean N/A oil Clean N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake Roof top None	▼ Fresh Air Intake Free of Obstruction Yes
Observations	
2 ceiling tiles missing	
Corrective Actions to be Completed by Site Based St	
	▼ Install missing ceiling tiles ▼
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Lauderdale M	anors Admin Evaluation	Date October 11, 2013	Time of Day	9:30
Outdoor Conditions Temper	rature 76.1 Rela	ative Humidity 80.7	Ambient CO2 4	99
	ange Relative Humidity 2 - 78 48.1	Range CO ² 30% - 60% 559		ccupants 2
Noticeable Odor No	Visible water damage staining?	/ Visible microbial growth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Plaster	No No	No Yes	<1 sq ft	
Floor 12" x 12" Vinyl	No	No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Suppl Duct Clean	Yes Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes N/A
Room Surfaces Yes Clean	Ceiling at Supp Grills Clean	Yes		
Trash Removed Yes Signs of Pests No	Exhaust Fans Workii Drain Traps W		Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Food if Stored in Room in Sealed Containers		Air Fresheners in Room	No
Mechanical Equipment Location	Roof Top		Mechanical Room Clean	N/A
Filters Installed Properly Condensate Pan Clean N/A			Inside of HVAC Unit Clean	N/A
Fresh Air Intake Location Pollutant Sources Near Air Intake	Roof top None	▼	Fresh Air Intake Free of Obstruction	Yes
Observations				
Microbial growth on wall over F	IVAC supply Grill			
Corrective Actions to be Comp	leted by Site Based Staff	Corrective Actio	ns to be Completed by PF	0
Clean wall at HVAC	supply grill ▼		-	▼
	▼			▼
	▼			▼
	▼			▼
	▼			▼

Lauderdale Manors Admin Eval	luation Date October 11, 2013 Time of Day 9:30
Outdoor Conditions Temperature 76.1	Relative Humidity 80.7 Ambient CO2 499
Fish Temperature Range Relative Hun 116 73.0 72 - 78 54.2	Name
Noticeable Odor No Visible water da staining?	
Ceiling 2' X 4' Lay in No	No
Walls Plaster No	No
Floor 12" x 12" Vinyl No	No
Ceiling Clean Yes HVAC Su	
Walls Clean Yes Inside of Flooring Clean Yes Duct Cle	
Room Surfaces Yes Ceiling a Clean Grills Cle	at Supply Yes
Trash Removed Yes Exhaust Fans	Cleaners in Room No
Signs of Pests No Drain T Room Cluttered No Food if Stored in Sealed Contain	
Mechanical Equipment Location Roof Top	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 Roof top Pollutant Sources Near Air	Fresh Air Intake Free of Obstruction
Intake	▼
Observations Live plants with microbial growth on soil	
3	
Corrective Actions to be Completed by Site Based St	taff Corrective Actions to be Completed by PPO
Remove plants-Soil is a source of microbial growth	
	▼ ▼
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Laude	rdale Manors Admin	Evaluation Dat	October 11, 2	Time of Day	9:30
Outdoor Conditions	Temperature 76.1	Relative	Humidity 80	.7 Ambient CO2	499
Fish Temperate 71.9	ure Range Rela		Range % - 60%	CO ² Range 509 MAX 700 > Ambient	# Occupants
Noticeable Odor		water damage / staining?	Visible microbi growth?	al Amount o material affe	
Ceiling 2' X 4' Lay		No	No		
Walls Plaster		No	No		
Floor 12" x 12" V	inyl	No	No		
Ceiling Clean Ye	=	HVAC Supply Grills Clean	Yes	HVAC Retui Grills Clean	Vaa
Walls Clean Ye Flooring Clean Ye	=	Inside of Supply Duct Clean	Yes	Inside of Re Duct Clean	turn N/A
Room Surfaces Ye		Ceiling at Supply Grills Clean	Yes		
Trash Removed Ye		ust Fans Working	N/A	Unapproved Chem Cleaners in Room	icals / No
Room Cluttered No.	Food if	Drain Traps Wet Stored in Room is ed Containers	N/A	Air Fresheners in Room	No
Mechanical Equipment L	ocation Roof Top			Mechanical Room (Clean N/A
Filters Installed Properly	N/A	Filters Clean	N/A	Inside of HVAC Unit	Clean N/A
Condensate Pan Clean	n N/A Co	ooling Coil Clean	N/A		
Fresh Air Intake Location Pollutant Sources Near Ai				▼ Fresh Air Intake of Obstruction	Free Yes
Observations					
Corrective Actions to be	e Completed by Site B	Based Staff ▼	Corrective A	Actions to be Completed	l by PPO ▼
		▼			▼
		▼ ▼			▼
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Lauderdale Manors Admin

Evaluation Date October 11, 2013

Time of Day

9:30

Outdoor Conditions Tem	nperature 76.1	Relative Humidity	80.7	Ambient CO2 4	99
Fish Temperature 118 72.3	Range Relative F 72 - 78 45.6	i	CO ² 510		ccupants 2
Noticeable Odor No	Visible water stainir	uailiage /	microbial owth?	Amount of material affected	
Ceiling 2' X 4' Lay in Walls Plaster	No No		No No		
Floor 12" x 12" Vinyl	No		No		
Ceiling Clean Yes Walls Clean Yes	Grills	Supply Yes		HVAC Return Grills Clean	Yes
Flooring Clean Yes	Inside Duct (e of Supply Clean		Inside of Return Duct Clean	N/A
Room Surfaces Yes Clean		g at Supply Clean Yes			
Trash Removed Yes		ns Working N/A		Unapproved Chemicals / Cleaners in Room	No
Room Cluttered No	Prail Food if Stored in Sealed Con	· NI/A		Air Fresheners in Room	No
Mechanical Equipment Loca	tion Roof Top			Mechanical Room Clean	N/A
Filters Installed Properly	N/A Fi	ilters Clean N/A		Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A Cooling	Coil Clean N/A			
Fresh Air Intake Location Pollutant Sources Near Air	Roof top		▼	Fresh Air Intake Free of Obstruction	Yes
Intake Observations					
ive plants with microbial g	rowth on soil				
Corrective Actions to be Co	ompleted by Site Based	Staff Corr	ective Actio	ns to be Completed by Pl	PO
Remove plants-Soil is a so	urce of microbial growt	th ▼			▼
		▼			▼
		V			▼
		 ▼			▼
		▼			