

Aston A. Henry, Supervisor
Risk Management Department

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September 11, 2012

Signature on File

TO: Roy Norton, Manager
Physical Plant Operations

FROM: Richard Rosa, Project Manager
Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed

On August 29, 2012, I conducted an assessment at **New River Circle Portable Annex**. 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, Executive Director, Facilities Design and Construction
Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division
Sonja Coley, Senior Project Manager, Facilities Design and Construction
Aston Henry, Supervisor, Risk Management

RR/tc
Enc.

IAQ Assessment

New River Circle Annex

Evaluation Date August 29, 2012

Time of Day 9:00

Outdoor Conditions Temperature 80.4

Relative Humidity 99.4

Ambient CO2 427

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants
P-204P	78.2	72 - 78	89	30% - 60%	494	MAX 700 > Ambient	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	2' x 4'		Yes		No		< 1 sq ft
Walls	Homasote / Tackboard		No		No		
Floor	12" x 12" Vinyl		No		No		

Ceiling Clean	No	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No
Walls Clean	Yes	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A
Flooring Clean	Yes	Ceiling at Supply Grills Clean	Yes		
Room Surfaces Clean	No				

Trash Removed	Yes	Exhaust Fans Working	Yes	Unapproved Chemicals / Cleaners in Room	No
Signs of Pests	Yes	Drain Traps Wet	No	Air Fresheners in Room	No
Room Cluttered	No	Food if Stored in Room is in Sealed Containers	No		

Mechanical Equipment Location	Window unit		Mechanical Room Clean	N/A	
Filters Installed Properly	Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	N/A
Condensate Pan Clean	N/A	Cooling Coil Clean	No		

Fresh Air Intake Location	Window unit ▼	Fresh Air Intake Free of Obstruction	Yes
Pollutant Sources Near Air Intake	Grass and landscape ▼		

Observations

HFSP has called in a work order for pests. The instructor had every window and door open at time of assessment. He states someone superior told him to keep doors open if he feels sick. I directed him to secure windows and doors. Water damage behind the toilet and under and adjacent to windows, the tack board is wet per meter. Evaluate the exterior siding and windows for water intrusion.

Corrective Actions to be Completed by Site Based Staff

Remove and replace stained ceiling tiles	▼
Thoroughly clean elevated surfaces	▼
Clean HVAC supply and return grills with Wexcide	▼
Ensure doors and windows remain closed	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Evaluate and repair cause of stained ceiling tiles	▼
Clean both window unit coils	▼
Evaluate and repair cause of water damage	▼
See observations above for additional info	▼
	▼
	▼
	▼
	▼