

managing risk with responsibility

Aston A. Henry, Supervisor Risk Management Department

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November 20, 2	2012 Signature on File	
· · · · · · · · · · · · · · · · · · ·		For Custodial Supervisor Use Only
TO:	Roy Norton, Manager Physical Plant Operations	Custodial Issues Addressed
		Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities Design and Construction	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	· · · · · · · · · · · · · · · · · · ·

On November 6, 2012, I conducted an assessment at Northwest Transportation. 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, Executive Director, Facilities Design and Construction cc: Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Sonja Coley, Senior Project Manager, Facilities Design and Construction Aston Henry, Supervisor, Risk Management

RK/tc Enc.

IAQ Assessment							
Northwest Trans	portation Evaluation Dat	November 6, 2012	Time of Day 1	2:35			
Outdoor Conditions Temperatur	re 86.0 Relative	Humidity 42.4	Ambient CO2 4	64			
Fish Temperature Range 264 76.8 72 - 75		Range CO ² % - 60% 1116		ccupants 8			
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Ceiling 2' X 4' Lay in	No	No					
Walls Drywall	No	Νο					
Floor 12" x 12" Vinyl	No	No					
Ceiling Clean Yes	HVAC Supply Grills Clean	No	HVAC Return Grills Clean	No			
Walls Clean Yes Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests No Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A	Air Fresheners in Room	No			
Mechanical Equipment Location	bove Ceiling		Mechanical Room Clean	N/A			
Filters Installed Properly Yes	Filters Clean	Νο	Inside of HVAC Unit Clean	N/A			
Condensate Pan Clean N/A	Cooling Coil Clean	N/A					
Fresh Air Intake Location		▼	Fresh Air Intake Free				
Pollutant Sources Near Air		V	of Obstruction				
Observations							
(261 is a file room) 264 - Supply grills dirty - return grill dirty - one inch Filter dirty (changed 8/20/12) - Several large vertical cracks on exterior west side of building - window sealant damaged bottom left corner of window exterior of building.							
3895 NW 10th Avenue Room 263 also has dirty supply air grills							

Corrective Actions to be Completed by Site Based Staff

	_	
Clean HVAC supply and return grills with Wexcide		
in FISH 263 and 264		
Change 1" filters every month	▼	
	▼	
	▼	
	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

Repair cracks on exterior of building		
Check window sealant / repair as needed	▼	
	▼	
	▼	
	▼	
	▼	
	▼	
	▼	