

RISK MANAGEMENT...

managing risk with responsibility

Jeffrey S. Moquin, Director
Risk Management Department

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June 25, 2008

Signature on File

TO: Mr. Derek Davis, Curator
Old Dillard Museum

FROM: Aston A. Henry, Supervisor
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 201, 202 and 203

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

On June 19, 2008 I conducted an assessment of FISH 201, 202 and 203 at **Old Dillard Museum**. This evaluation included observations of the flooring system, ceiling tiles, false ceiling plenum, environmental surfaces, interior and exterior walls, and the accessible ventilation equipment. Additionally, environmental parameter measurements were taken to include temperature, relative humidity, and carbon dioxide. The detailed findings, along with the recommended corrective action can be found on the attached IAQ Assessment Worksheets.

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. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all 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 me at 754-321-3200.

cc: Jeffrey S. Moquin, Director, Risk Management
Israel Canales, Manager, Administrative Sites
James Carballo, Project Manager, Facilities and Construction Management
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

AH/tc
Enc.

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Old Dillard Museum

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="201"/>	<input type="text" value="75"/>	<input type="text" value="72 - 78"/>	<input type="text" value="59.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="913"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="3"/>
Noticeable Odor	<input type="text" value="No"/>		Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings:

- No visible signs of microbial growth or water intrusion
- Thermostat is not working properly. Set at 60 degrees but reading displays 75 degrees.
- Excessive paper, boxes, books and clutter throughout room
- Dust build up on environmental surfaces due to clutter

Recommendations:

Site Based Maintenance:

- Encourage occupant to reduce clutter to assist with cleaning efforts
- Remove items (paper, boxes, books, etc.) from room and clean thoroughly
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations

- Evaluate thermostat for proper operation and repair/replace as appropriate

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Old Dillard Museum

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="202"/>	<input type="text" value="74.7"/>	<input type="text" value="72 - 78"/>	<input type="text" value="61.3"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="912"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="3"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings:

- No visible signs of microbial growth or water intrusion
- Humidity level was slightly elevated at the time of the assessment
- Excessive paper, boxes, books and clutter throughout room
- Dust build up on environmental surfaces due to clutter

Recommendations:

Site Based Maintenance:

- Encourage occupant to reduce clutter to assist with cleaning efforts
- Remove items (paper, boxes, books, etc.) from room and clean thoroughly
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations

- Evaluate HVAC for proper operation and repair as appropriate to lower humidity level

IAQ Assessment

Location Number 9518

Old Dillard Museum

Evaluation Requested June 17, 2008

Time of Day 3:25 pm

Evaluation Date June 19, 2008

Outdoor Conditions Temperature 80.1 Relative Humidity 81.2 Ambient CO2 547

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
203	70.9	72 - 78	69.7	30% - 60%	844	Max 700 > Ambient	2
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling Type		No		No		None	
Wall Type		No		No		None	
Flooring		No		No		None	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	
Walls	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	
Flooring	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	
HVAC Supply Grills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	
HVAC Return Grills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	
Ceiling at Supply Grills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	
Surfaces in Room	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	

Observations

Findings:

- Room has a musty odor
- HVAC condensate lines dripping, dust and debris on coils and build up in drain pan
- Humidity level was elevated at the time of the assessment

Recommendations:

Site Based Maintenance:

- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations

- Evaluate HVAC condensate lines and repair as appropriate to alleviate dripping
- Clean HVAC coils and drain pan
- Evaluate HVAC for proper operation and repair as appropriate to lower humidity level