

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Supervisor
Risk Management Department

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June 22, 2009

Signature on File

TO: Mr. Roy Norton, Manager I
**Physical Plant Operations
Custodial Grounds Department**

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 605

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

On June 8, 2009 I conducted an assessment of FISH 605 at **Physical Plant Operations - Custodial Grounds Department**. 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.

Generally, the IAQ Assessment did not identify any existing conditions significantly impacting IAQ and thereby 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 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 754-321-1900.

cc: Jeffrey S. Moquin, Executive Director, Support Operations
Aston A. Henry, Supervisor, Risk Management Department
Mark Dorsett, Manager 1, Physical Plant Operations Division, Zone 1
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Location Number 0041
 Evaluation Requested May 27, 2009
 Evaluation Date June 8, 2009

Physical Plant Operations

Time of Day 2:10 pm

Outdoor Conditions Temperature 88 Relative Humidity 62.6 Ambient CO2 388

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
605	76.4	72 - 78	38.3	30% - 60%	1310	Max 700 > Ambient	6
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	Yes	No	No	
Walls	Yes	No	No	
Flooring	Yes	No	No	
HVAC Supply Grills	Yes	No	No	
HVAC Return Grills	Yes	No	No	
Ceiling at Supply Grills	Yes	No	No	
Surfaces in Room	No	Yes	Yes	Clean as appropriate

Observations

Findings: Custodial/Grounds Office

- East A/C unit not working at the time of the assessment. Work orders generated - J362289 and J332821
- Dust build up on bookshelves
- CO2 was slightly elevated at the time of the assessment due to A/C unit not functioning

Recommendations:

Site Based Maintenance:

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