

## managing risk with responsibility

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February 7, 2013

Signature on File

TO: Mark Dorsett, Manager

Physical Plant Operations - Zone 1

FROM: Robert Krickovich, Coordinator I, LEA

Facilities Design and Construction

SUBJECT: Indoor Air Quality (IAQ) Assessment

For Custodial Supervisor Use Only
Custodial Issues Addressed
Custodial Issues Not Addressed

On February 4, 2013, I conducted an assessment at **North Area Maintenance – Zone 1**. 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 Sonja Coley, Senior Project Manager, Facilities Design and Construction Aston Henry, Supervisor, Risk Management

RK/tc Enc.

## **IAQ Assessment**

North Area Maintenance - Zone 1 Eval	uation Date	February 4, 2013	Time of Day 2:	30		
Outdoor Conditions Temperature 74.1	Relative	Humidity 39.7	Ambient CO2 45	4		
Fish         Temperature         Range         Relative Hum           202         76.1         72 - 78         32.5	<del>_</del> i	Range <u>CO</u> % - 60%		cupants 2		
Noticeable Odor No Visible water da staining?		Visible microbial growth?	Amount of material affected			
Ceiling 2' X 4' Lay in Yes		No	1 tile at roof access			
Walls Drywall No		No				
Floor Carpet Yes		No	9 sq ft @ door			
Ceiling Clean  Yes  HVAC Su  Grills Cle  Walls Clean  Inside of	ean	Yes	HVAC Return Grills Clean Inside of Return	Yes		
Flooring Clean Yes Duct Clea		Yes	Duct Clean	Yes		
Room Surfaces No Ceiling at Clean Grills Cle		Yes				
Trash Removed Yes Exhaust Fans		N/A	Unapproved Chemicals / Cleaners in Room	No		
Signs of Pests No Drain Tr  Room Cluttered No Food if Stored in Sealed Contain		N/A N/A	Air Fresheners in Room	No		
Mechanical Equipment Location FISH 216 (see attach			Mechanical Room Clean	Yes		
Filters Installed Properly No Filter  Condensate Pan Clean No Cooling Co	s Clean	Yes No	Inside of HVAC Unit Clean	No		
Fresh Air Intake Location Roof top  Pollutant Sources Near Air		<b>▼</b>	Fresh Air Intake Free of Obstruction	Yes		
Intake None		▼				
Observations		l C				
Water stain on ceiling tile at roof access ladder and above desk by fire alarm panel - no signs of microbial growth above ceiling - Water stain on carpet at doorway (most likely from break room next door) water from spills or floor cleaning runs under wall and stains carpet (replace section of carpet with tile) - minor dust on elevated surfaces -						
Complaint of mold on desk in 217 (no microbial growth found) - desk is very dusty and cleaning should be facilitated by occupant.						
Corrective Actions to be Completed by Site Based Staff  Corrective Actions to be Completed by PPO						
Thoroughly clean elevated surfaces	<b> </b>		air cause of water intrusion			
Encourage occupants to dust desks as needed	<b>▼</b>		d replace ceiling tiles rpet by door with tile	▼		
		ivehiace ca	por by door with the	▼		

See observations for additional info
See next page for info on mechanical room

## **IAQ Assessment**

North Area Maintenance - Zone 1 Ex	valuation Date February 4,	2013 Time of Day 2:30	
Outdoor Conditions Temperature	Relative Humidity	Ambient CO2	
Fish Temperature Range Relative Ho	umidity Range 30% - 60%	CO <sup>2</sup> Range # Occupan MAX 700 > Ambient	ts ]
Walls Clean Grills (	g? growth?	material affected  HVAC Return Grills Clean Inside of Return	]
Room Surfaces Ceiling Clean Grills C	g at Supply	Duct Clean	J
Trash Removed Exhaust Fan  Signs of Pests Drain  Room Cluttered Food if Stored in Sealed Confi	Traps Wet in Room is	Unapproved Chemicals / Cleaners in Room  Air Fresheners in Room	]
	ters Clean Yes Coil Clean No	Mechanical Room Clean Inside of HVAC Unit Clean No	 ]
Fresh Air Intake Location  Pollutant Sources Near Air Intake		▼ Fresh Air Intake Free of Obstruction	]
Observations  Water stains on drywall around supply duct - Filter saccess panels not installed properly.	spacers missing - inside of	unit dusty - damaged duct insulation -	
Corrective Actions to be Completed by Site Based	▼ Remove dam	117	▼ ▼
	Remove and I	eplace wall material as necessary stall filter filler panels ly install all access covers	<b>▼ ▼</b>
	▼	Clean inside of unit	<b>▼</b>