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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

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	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

Evaluation Date February 4, 2013

Time of Day 2:30

Outdoor Conditions    Temperature      Relative Humidity      Ambient CO2  

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<span style="border: 1px solid black; padding: 2px;">216</span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;">72 - 78</span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;">30% - 60%</span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;">MAX 700 &gt; Ambient</span>	<span style="border: 1px solid black; padding: 2px;"> </span>
Noticeable Odor		<span style="border: 1px solid black; padding: 2px;"> </span>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>
Walls	<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>
Floor	<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>		<span style="border: 1px solid black; padding: 2px;"> </span>

Ceiling Clean	<input type="checkbox"/>	HVAC Supply Grills Clean	<input type="checkbox"/>	HVAC Return Grills Clean	<input type="checkbox"/>
Walls Clean	<input type="checkbox"/>	Inside of Supply Duct Clean	<input type="checkbox"/>	Inside of Return Duct Clean	<input type="checkbox"/>
Flooring Clean	<input type="checkbox"/>	Ceiling at Supply Grills Clean	<input type="checkbox"/>		
Room Surfaces Clean	<input type="checkbox"/>				

Trash Removed	<input type="checkbox"/>	Exhaust Fans Working	<input type="checkbox"/>	Unapproved Chemicals / Cleaners in Room	<input type="checkbox"/>
Signs of Pests	<input type="checkbox"/>	Drain Traps Wet	<input type="checkbox"/>	Air Fresheners in Room	<input type="checkbox"/>
Room Cluttered	<input type="checkbox"/>	Food if Stored in Room is in Sealed Containers	<input type="checkbox"/>		

Mechanical Equipment Location	<span style="border: 1px solid black; padding: 2px;">FISH 216</span>		Mechanical Room Clean	<input type="checkbox"/>	
Filters Installed Properly	<input type="checkbox" value="No"/>	Filters Clean	<input type="checkbox" value="Yes"/>	Inside of HVAC Unit Clean	<input type="checkbox" value="No"/>
Condensate Pan Clean	<input type="checkbox" value="No"/>	Cooling Coil Clean	<input type="checkbox" value="No"/>		

Fresh Air Intake Location	<input type="text"/>		Fresh Air Intake Free of Obstruction	<input type="checkbox"/>
Pollutant Sources Near Air Intake	<input type="text"/>			

**Observations**

**Water stains on drywall around supply duct - Filter spacers missing - inside of unit dusty - damaged duct insulation - access panels not installed properly.**

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**Corrective Actions to be Completed by Site Based Staff**

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	▼
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	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Remove damaged wall material at supply duct	▼
Repair damaged duct insulation	▼
Remove and replace wall material as necessary	▼
Install filter filler panels	▼
Properly install all access covers	▼
Clean inside of unit	▼
	▼
	▼