

RISK MANAGEMENT...

managing risk with responsibility

Jeffrey S. Moquin, Director
Risk Management Department

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March 17, 2008

Signature on File

TO: Mr. William Mowery, Manager I
Physical Plant Operations, Zone 2

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 106

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

On March 4, 2008 I conducted an assessment of FISH 106 at **Central Textbook Warehouse**. 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
Brian Little, Manager, Materials Logistics
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

ES/tc
Enc.

IAQ Assessment

Location Number 9669

Central Textbook Warehouse

Evaluation Requested

Time of Day 12:00 noon

Evaluation Date March 4, 2008

Outdoor Conditions Temperature 91.3 Relative Humidity 52.5 Ambient CO2 478

| | | | | | | | |
|-----------------|-----------------|----------------------------------|-------------------|---------------------------|-----|-----------------------------|-------------|
| Fish | Temperature | Range | Relative Humidity | Range | CO2 | Range | # Occupants |
| 106 | 70.6 | 72 - 78 | 75 | 30% - 60% | 923 | Max 700 > Ambient | 3 |
| Noticeable Odor | | Visible water damage / staining? | | Visible microbial growth? | | Amount of material affected | |
| Yes | | Yes | | No | | 1 ceiling tile | |
| Ceiling Type | 2 x 4 Lay In | | Yes | No | | None | |
| Wall Type | Drywall/Plaster | | No | No | | None | |
| Flooring | 12 x 12 Vinyl | | No | No | | None | |

| | Clean | Minor Dust / Debris | Needs Cleaning | Corrective Action Required |
|--------------------------|-------|---------------------|----------------|--|
| Ceiling | No | Yes | Yes | Remove and replace stained tile |
| Walls | Yes | No | No | |
| Flooring | Yes | No | No | |
| HVAC Supply Grills | No | Yes | Yes | Clean with Wexcide disinfectant solution |
| HVAC Return Grills | No | Yes | Yes | Clean with Wexcide disinfectant solution |
| Ceiling at Supply Grills | Yes | No | No | |
| Surfaces in Room | Yes | No | No | |

Observations

Findings:

- Temperature was low and humidity level was elevated at the time of the assessment
- Dust and debris on HVAC supply and return grills
- Stained ceiling tile in storage area
- Musty odor in room

Recommendations:

Site Based Maintenance:

- Clean HVAC supply and return grills with Wexcide disinfectant solution
- 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 increase temperature and lower humidity level
- Evaluate cause of stained ceiling tile and repair as appropriate. Remove and replace stained tile.