

RISK MANAGEMENT...

managing risk with responsibility

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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 148

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

On March 25, 2010 I conducted an assessment of FISH 148 at **Physical Plant Operations - EMS Office**. 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 754-321-1900.

cc: Jeffrey S. Moquin, Executive Director, Support Operations
Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance
Aston Henry, Supervisor, Risk Management
Jack McDonald, Supervisor, Physical Plant Operations Division, Zone 1
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management
Robert Jindracek, Manager, Energy Conservation Utility Management

ES/tc
Enc.

IAQ Assessment

Location Number 9077

Warehouse, Maintenance and Transportation

Evaluation Requested March 19, 2010

Time of Day

Evaluation Date March 25, 2010

Outdoor Conditions Temperature Relative Humidity Ambient CO2

| | | | | | | | |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------|
| Fish | Temperature | Range | Relative Humidity | Range | CO2 | Range | # Occupants |
| 148 | 74.3 | 72 - 78 | 47.9 | 30% - 60% | 614 | Max 700 > Ambient | 10 |
| Noticeable Odor | | Visible water damage / staining? | | Visible microbial growth? | | Amount of material affected | |
| No | | Yes | | No | | 3 ceiling tiles | |
| 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 ceiling tiles |
| Walls | Yes | No | No | |
| Flooring | No | Yes | Yes | Clean and sanitize |
| 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

- Environmental parameters noted above were taken near the spot coolers. Parameters away from the spot coolers were also taken near the Northeast cubicle and were 75.6 temperature, 48.3 relative humidity and 658 CO2. Both readings were within acceptable range.
- Occupant stated room use was previously modified and A/C drops added. Spot coolers are being used which indicated unit servicing area is undersized
- 3 stained ceiling tiles
- Dust and debris on floor
- Dust build up on environmental surfaces
- Environmental parameters taken in adjacent room - 75.7 temperature, 41.6 relative humidity and 679 CO2 with 5 occupants. Air felt stagnant.

Site Based Maintenance:

- Remove and replace stained ceiling tiles. If staining returns, contact COMPASS to generate a work order to evaluate for cause.
- Clean and sanitize floor
- Thoroughly clean surfaces throughout the room
- 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 system for proper operation and repair/replace as appropriate. Spot coolers are being utilized as supplement.