

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Supervisor
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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 166

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 166 at **Physical Plant Operations - Warehouse Cabinet Shop**. 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
Sylvester Davis, Director, Physical Plant Operations Division, Maintenance
Aston Henry, Supervisor, Risk Management
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
James Jamieson, Supervisor I, Physical Plant Operations Division

ES/tc
Enc.

IAQ Assessment

 Location Number

Physical Plant Operations Warehouse

 Evaluation Requested

 Time of Day

 Evaluation Date

 Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="166"/>	<input type="text" value="77.5"/>	<input type="text" value="72 - 78"/>	<input type="text" value="55.9"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="651"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="6"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>	
Ceiling Type	<input type="text" value="elevated metal"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	
Wall Type	<input type="text" value="Drywall"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	
Flooring	<input type="text" value="concrete"/>		<input type="text" value="No"/>	<input type="text" value="No"/>		<input type="text" value="None"/>	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as necessary"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as necessary"/>
Flooring	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as necessary"/>
HVAC Supply Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>
HVAC Return Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>
Ceiling at Supply Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as necessary"/>

Observations

Findings - Cabinet Shop - 2nd Bay (North)

- Dust observed on ceiling, walls, floor and light fixtures
- Foreman advised bay door is always open
- Overall, the cabinet shop is a dusty environment that requires frequent cleaning to ensure indoor air quality
- Dust build up on dust collector unit. Unit was energized but did not observe dust blowing out of the air outlet

Site Based Maintenance:

- Thoroughly clean all surfaces in the area
- Update cleaning protocol to include checking the dust collector unit for excess wood debris at base and clean as appropriate
- 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:

- Perform periodic preventative maintenance on dust collector unit and shop bay duct work
- Install/lower the dust skirt on the collector unit to funnel dust into the base