

RISK MANAGEMENT...

managing risk with responsibility

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Risk Management Department

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June 9, 2009

Signature on File

TO: Ms. Debra Friedman
**Program Development and Alignment
Rock Island Administration**

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 101, 102, 103, 107, 109, 110 and 111

For Custodial Supervisor Use Only	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
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On May 21, 2009 I conducted an assessment of FISH 101, 102, 103, 107, 109, 110 and 111 at **Rock Island Administration**. 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.

Generally, the IAQ Assessment did not identify any existing conditions significantly impacting IAQ and thereby presenting immediate health and safety concerns 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
Aston A. Henry, Supervisor, Risk Management
Israel Canales, Manager, Administrative Sites
Israel Rodriguez-Soto, Project Manager, Facilities and Construction 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

ES/tc
Enc.

IAQ Assessment

Location Number

Rock Island Administration

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="101"/>	<input type="text" value="70.8"/>	<input type="text" value="72 - 78"/>	<input type="text" value="54.5"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="682"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="1"/>
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="2 x 4"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- 2 potted plants in room
- Adjacent land uses are industrial and the lot directly across the street is mainly sand. Potential for outside air contaminants.

Recommendations:

Site Based Maintenance:

- Remove potted plants. Soil is a source of microbial growth.
- Increase cleaning due to introduction of increased sand and dirt from nearby land.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

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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="102"/>	<input type="text" value="75.6"/>	<input type="text" value="72 - 78"/>	<input type="text" value="49"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="674"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="4"/>
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="2 x 4"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- Carpet was recently extracted and cleaned

Recommendations:

Site Based Maintenance:

- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

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Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="103"/>	<input type="text" value="71.4"/>	<input type="text" value="72 - 78"/>	<input type="text" value="53.8"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="633"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="1"/>
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="2 x 4"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Tackable"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="Remove paper"/>
HVAC Return Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A (in door)"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings:

- HVAC supply grill blocked with paper
- Dust build up on environmental surfaces
- FISH 103A - adjacent closet - 1 stained ceiling tile

Recommendations:

Site Based Maintenance:

- Remove paper from HVAC supply grill
- Thoroughly clean environmental surfaces throughout the room
- FISH 103A - adjacent closet - Remove and replace stained ceiling tile and monitor for return of stain. If stain returns contact COMPASS to generate a work order for Physical Plant Operations to evaluate for cause.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

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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="107"/>	<input type="text" value="75.6"/>	<input type="text" value="72 - 78"/>	<input type="text" value="50.5"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="759"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="3"/>
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="2 x 4"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- Dust build up on environmental surfaces. Personal items throughout various offices hinder cleaning efforts.
- FISH 107A - shower connected to storage room - floor drains sealed

Recommendations:

Site Based Maintenance:

- Thoroughly clean environmental surfaces throughout the room. Recommend setting up a dusting schedule to coordinate with occupants to remove and replace personal items to assist custodial staff with cleaning efforts.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

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Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input style="width: 50px;" type="text" value="109"/>	<input style="width: 50px;" type="text" value="76.5"/>	<input style="width: 50px;" type="text" value="72 - 78"/>	<input style="width: 50px;" type="text" value="47.4"/>	<input style="width: 50px;" type="text" value="30% - 60%"/>	<input style="width: 50px;" type="text" value="701"/>	<input style="width: 50px;" type="text" value="Max 700 > Ambient"/>	<input style="width: 50px;" type="text" value="2"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input style="width: 100px;" type="text" value="No"/>		<input style="width: 100px;" type="text" value="No"/>		<input style="width: 100px;" type="text" value="No"/>		<input style="width: 100px;" type="text" value="None"/>	
Ceiling Type	<input style="width: 150px;" type="text" value="2 x 4"/>		<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 150px;" type="text" value="None"/>		
Wall Type	<input style="width: 150px;" type="text" value="Drywall/Plaster"/>		<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 150px;" type="text" value="None"/>		
Flooring	<input style="width: 150px;" type="text" value="Carpet"/>		<input style="width: 50px;" type="text" value="No"/>	<input style="width: 50px;" type="text" value="No"/>	<input style="width: 150px;" type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Walls	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Flooring	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
HVAC Supply Grills	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
HVAC Return Grills	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Ceiling at Supply Grills	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Surfaces in Room	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>

Observations

Findings:

- Heat sources in room - computer hardware, printer, etc.
- FISH 109A - Adjacent restroom - no IAQ issues identified. Floor drain sealed and boxes of papers are being stored in the shower stall.

Recommendations:

Site Based Maintenance:

- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

Rock Island Administration

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="110"/>	<input type="text" value="78.6"/>	<input type="text" value="72 - 78"/>	<input type="text" value="44"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="688"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="1"/>
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="2 x 4"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
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 appropriate"/>

Observations

Findings:

- Room is security monitor room (no door)
- Accumulation of white sandy debris on floor at Northeast corner of the room
- Dust build up on environmental surfaces

Recommendations:

Site Based Maintenance:

- Thoroughly clean flooring to remove build up at Northeast corner of room
- Clean environmental surfaces
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

Rock Island Administration

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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="111"/>	<input type="text" value="73"/>	<input type="text" value="72 - 78"/>	<input type="text" value="50.7"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="720"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="1"/>
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="2 x 4"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Wall Type	<input type="text" value="Drywall/Plaster"/>		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>		
Flooring	<input type="text" value="Carpet"/>		<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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Return Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean with Wexcide disinfectant"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Observations

Findings:

- Room is storage area (printer, typewriter, etc.)
- Dust and debris on HVAC return grills
- HVAC supply grill blocked by elevated cardboard boxes
- 1 ceiling tile not set properly in grid

Recommendations:

Site Based Maintenance:

- Clean HVAC return grills with Wexcide disinfectant solution
- Move boxes that are blocking HVAC supply grills
- Ensure that ceiling tiles are properly set in grid
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate