

Aston A. Henry, Supervisor  
Risk Management Department

Telephone: 754 321-1900  
Fax: 754 321-1917

June 12, 2012

Signature on File

TO: Israel Canales, Manager  
**Administrative Sites**

FROM: Robert Krickovich, Coordinator I, LEA  
Facilities and Construction Management

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
<hr/>	
<hr/>	

On June 5, 2012, I conducted an assessment at **Rock Island Annex - Administration**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ Assessment did not identify any existing conditions significantly impacting IAQ or 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 allergens and / or conditions noted 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 any item/s identified and noted 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 and Construction Management  
Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance  
Dr. Deborah Gavilan, Coordinator, Before and After School Care  
Sonja Coley, Project Manager III, Facilities and Construction Management  
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division  
Aston Henry, Supervisor, Risk Management

RK/tc  
Enc.

# IAQ Assessment

Rock Island Annex

Evaluation Date

Time of Day

Outdoor Conditions Temperature

Relative Humidity

Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO <sup>2</sup>	Range	# Occupants
<input type="text" value="304"/>	<input type="text" value="84.6"/>	<input type="text" value="72 - 78"/>	<input type="text" value="67.1"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="450"/>	<input type="text" value="MAX 700 &gt; Ambient"/>	<input type="text" value="2"/>
Noticeable Odor		<input type="text" value="Yes"/>	Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling	<input type="text" value="2' X 4' Lay in"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Walls	<input type="text" value="Tack Board"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text"/>
Floor	<input type="text" value="Carpet"/>		<input type="text" value="Yes"/>		<input type="text" value="Yes"/>		<input type="text" value="Entire room"/>

Ceiling Clean	<input type="text" value="Yes"/>	HVAC Supply Grills Clean	<input type="text" value="Yes"/>	HVAC Return Grills Clean	<input type="text" value="No"/>
Walls Clean	<input type="text" value="Yes"/>	Inside of Supply Duct Clean	<input type="text" value="Yes"/>	Inside of Return Duct Clean	<input type="text" value="Yes"/>
Flooring Clean	<input type="text" value="No"/>	Ceiling at Supply Grills Clean	<input type="text" value="No"/>		
Room Surfaces Clean	<input type="text" value="Yes"/>				

Trash Removed	<input type="text" value="Yes"/>	Exhaust Fans Working	<input type="text" value="N/A"/>	Unapproved Chemicals / Cleaners in Room	<input type="text" value="No"/>
Signs of Pests	<input type="text" value="No"/>	Drain Traps Wet	<input type="text" value="N/A"/>	Air Fresheners in Room	<input type="text" value="No"/>
Room Cluttered	<input type="text" value="No"/>	Food if Stored in Room is in Sealed Containers	<input type="text" value="N/A"/>		

Mechanical Equipment Location	<input type="text" value="FISH 303"/>		Mechanical Room Clean	<input type="text" value="No"/>	
Filters Installed Properly	<input type="text" value="No"/>	Filters Clean	<input type="text" value="N/A"/>	Inside of HVAC Unit Clean	<input type="text" value="N/A"/>
Condensate Pan Clean	<input type="text" value="N/A"/>	Cooling Coil Clean	<input type="text" value="N/A"/>		

Fresh Air Intake Location	<input type="text" value="Through Door to 303"/>		Fresh Air Intake Free of Obstruction	<input type="text" value="Yes"/>
Pollutant Sources Near Air Intake	<input type="text" value="None"/>			

**Observations**

Musty Odor - HVAC not working - Carpet and 60 cloth chairs have visible microbial growth - Microbial growth on two ceiling tiles in mechanical room 303 - Air filters not installed in return grill.

Carpet and chairs to be removed by Facilities Environmental Division

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

After removal of carpet and chairs	▼
Clean HVAC return grill	▼
Install Filter in grill	▼
Clean ceilings at HVAC supply grills	▼
	▼
	▼
	▼
	▼

**Corrective Actions to be Completed by PPO**

Evaluate and repair cause of stained ceiling tiles	▼
and replace ceiling tiles in FISH 303	▼
Repair HVAC if feasible	▼
Replace carpet with VCT after HVAC repair	▼
	▼
	▼
	▼
	▼