

managing risk with responsibility

Aston A. Henry, Supervisor
Risk Management Department

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March 28, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Israel Canales, Manager	Custodial Issues Addressed
	Administrative Sites	Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities and Construction Management	
SUBIECT:	Indoor Air Ouality (IAO) Assessment	

On March 23, 2012 I conducted an assessment at **Sawgrass Technology Park**. 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 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						
Sawgrass Technolo	ogy Park Evaluation Dat	te March 23, 2012	Time of Day 1	0:30		
Outdoor Conditions Temperatur	re 77.5 Relative	e Humidity 60.3	Ambient CO2 4	69		
Fish Temperature Range 112 74.7 72 - 74		Range CO ² 0% - 60% 721		ccupants 50		
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected			
Ceiling 2' X 2' Lay in	No	No				
Walls Drywall	No	No				
Floor Carpet	No	No				
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No		
Flooring Clean No	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	No		
Room Surfaces No Clean	Ceiling at Supply Grills Clean	Yes				
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No		
Signs of Pests No	Drain Traps Wet	N/A	Air Fresheners	No		
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room			
Mechanical Equipment Location	bove Ceiling		Mechanical Room Clean	N/A		
Filters Installed Properly N/A	Filters Clean	N/A	Inside of HVAC Unit Clean	N/A		
Condensate Pan Clean N/A	Cooling Coil Clean	N/A				
Fresh Air Intake Location	nknown	▼	Fresh Air Intake Free			
Pollutant Sources Near Air		▼	of Obstruction			
Observations						
Heavy Dust on all surfaces - HVAC unoccupied areas	return grill and duct packed	d with dust - Cardboar	d boxes and papers store	d in all		
Room - 113 Stained ceiling tile ove Building owner to evaluate for caus						

Corrective Actions to be Completed by Site Based Staff

Thoroughly Clean Stained Carpet	▼	
Clean HVAC Return Grill with Wexcide	▼	
Thoroughly Clean All Surfaces in Room	▼	
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	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

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