

managing risk with responsibility

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| ~ | | Signature on File For Custodial Supervisor Use Only | |
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| October 25, 201 | 12 Signature on File | For Custodial Supervisor Use Only | |
| TO: | Roy Norton, Manager Physical Plant Operations | Custodial Issues Addressed | |
| FROM: | Robert Krickovich, Coordinator I, LEA Facilities Design and Construction | | |
| SUBJECT: | Indoor Air Quality (IAQ) Assessment | | |

On October 22, 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 Design and Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Sonja Coley, Senior Project Manager, Facilities Design and Construction Aston Henry, Supervisor, Risk Management

RK/tc Enc.

| | IAQ Assessr | ment | | |
|---|---|---|--|-------|
| Sawgrass Techn | nology Park Evaluation Dat | te October 22, 2012 | Time of Day | 3:05 |
| Outdoor Conditions Temperat | ture 74.4 Relative | e Humidity 71.5 | Ambient CO2 4 | 95 |
| | | Range CO ² % - 60% 544 | Range # Oc MAX 700 > Ambient | 20+ |
| Noticeable Odor No | Visible water damage / staining? | Visible microbial growth? | Amount of material affected | |
| Ceiling 2' X 2' Lay in | No | No | | |
| Walls Drywall/Tackboard | No | No | | |
| Floor Carpet | No | No | | |
| Ceiling Clean Yes | HVAC Supply Grills Clean | Yes | HVAC Return Grills Clean | Yes |
| 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 Signs of Pests No | Exhaust Fans Working Drain Traps Wet | N/A | Unapproved Chemicals / Cleaners in Room | No |
| Room Cluttered No | Food if Stored in Room is in Sealed Containers | N/A | Air Fresheners in Room | No |
| Mechanical Equipment Location | Above Ceiling | | Mechanical Room Clean | N/A |
| Filters Installed Properly | 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 | Unknown | ▼ | Fresh Air Intake Free | |
| Pollutant Sources Near Air Intake | | ▼ | of Obstruction | |
| Observations | | | | |
| Complaint of allergies and illness dirty - heavy dust buildup inside | | ops of all cubicle walls | dirty - tops of all file cab | inets |
| NOT AN SBBC OWNED BUILDING | 3 | | | |

Corrective Actions to be Completed by Site Based Staff

| Thoroughly clean all surfaces | ▼ | |
|---------------------------------|---|--|
| Thoroughly clean stained carpet | ▼ | |
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Corrective Actions to be Completed by PPO

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|---------------------------------------|----------------------------------|---|
| STILES to clean inside of return duct | | ▼ |
| | at return grill | ▼ |
| Ensure filters | are clean and installed properly | ▼ |
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