

managing risk with responsibility

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~		Signature on File For Custodial Supervisor Use Only	
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	▼	
	▼	
	▼	
	▼	
	▼	
	▼	
	▼	

Corrective Actions to be Completed by PPO

	1 2	_
STILES to clean inside of return duct		▼
	at return grill	▼
Ensure filters	are clean and installed properly	▼
		▼
		▼
		▼
		▼
		▼