

# RISK MANAGEMENT...

managing risk with responsibility

Jeffrey S. Moquin, Director  
Risk Management Department

Telephone: 754-321-3200  
Facsimile: 754-321-3290

October 8, 2008

**Signature on File**

TO: Ms. Sayra Hughes, Executive Director  
**Multicultural, ESOL and Program Services**

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

SUBJECT: Indoor Air Quality (IAQ) Assessment  
**Portable 1377C and 1378C**

| <u>For Custodial Supervisor Use Only</u> |                                |
|--|--------------------------------|
| <input type="checkbox"/>                 | Custodial Issues Addressed     |
| <input type="checkbox"/>                 | Custodial Issues Not Addressed |
| <hr/>                                    |                                |
| <hr/>                                    |                                |

On September 23, 2008 Richard Rosa and I conducted an assessment of Portable 1377C and 1378C at **Multicultural, ESOL and Program Services**. 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.

The IAQ assessment did identify one or more existing conditions impacting IAQ and has generated appropriate work orders to correct deficiencies in systems and maintenance that could contribute to decreased indoor air quality. At the time of the assessment, these concerns were not an immediate health or safety concern 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 754-321-1638.

cc: Jeffrey S. Moquin, Director, 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

RK/tc  
Enc.

# IAQ Assessment

Location Number

Multicultural and ESOL

Evaluation Requested

September 23, 2008

Time of Day

11:20 am

Evaluation Date

September 23, 2008

Outdoor Conditions

Temperature

88.1

Relative Humidity

58

Ambient CO2

302

| Fish            | Temperature       | Range   | Relative Humidity                | Range     | CO2                       | Range             | # Occupants                  |
|-----------------|-------------------|---------|----------------------------------|-----------|---------------------------|-------------------|------------------------------|
| P-1377C         | 73.3              | 72 - 78 | 63                               | 30% - 60% | 348                       | Max 700 > Ambient | 2                            |
| Noticeable Odor | No                |         | Visible water damage / staining? |           | Visible microbial growth? |                   | Amount of material affected  |
| Ceiling Type    | 2 x 4             |         | Yes                              |           | No                        |                   | 11 ceiling tiles (perimeter) |
| Wall Type       | Wallpaper/Drywall |         | No                               |           | No                        |                   | None                         |
| Flooring        | 12 x 12 Vinyl     |         | Yes                              |           | No                        |                   | @ 30%                        |

|                          | Clean | Minor Dust / Debris | Needs Cleaning | Corrective Action Required       |
|--------------------------|-------|---------------------|----------------|----------------------------------|
| Ceiling                  | No    | Yes                 | Yes            | Remove and replace ceiling tiles |
| Walls                    | Yes   | No                  | No             |                                  |
| Flooring                 | No    | Yes                 | Yes            | Remove and replace floor tiles   |
| HVAC Supply Grills       | No    | Yes                 | Yes            | Clean with Wexcide disinfectant  |
| HVAC Return Grills       | No    | Yes                 | Yes            | Clean with Wexcide disinfectant  |
| Ceiling at Supply Grills | Yes   | No                  | No             |                                  |
| Surfaces in Room         | No    | Yes                 | Yes            | Clean as appropriate             |

## Observations

### Findings:

- Dust and debris on HVAC supply and return grills - 1 supply grill is rusted
- Minor dust build up on environmental surfaces throughout the portable
- Air freshener in room
- 11 stained and bowed ceiling tiles
- Humidity level was slightly elevated
- Sub floor is wet and floor tile is delaminating
- No signs of water intrusion in the restroom and exhaust fan is functioning properly

### Recommendations:

#### Site Based Maintenance:

- Clean HVAC supply and return grills with Wexcide disinfectant solution
- Clean environmental surfaces throughout the portable
- Remove air freshener from room
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

#### Physical Plant Operations:

- Evaluate roof for cause of water intrusion and repair/replace ceiling material as appropriate
- Evaluate HVAC for proper operation and repair as appropriate to lower humidity level

# IAQ Assessment

Location Number

Multicultural and ESOL

Evaluation Requested

September 23, 2008

Time of Day

11:20 am

Evaluation Date

September 23, 2008

Outdoor Conditions

Temperature

88.1

Relative Humidity

58

Ambient CO2

302

| Fish            | Temperature   | Range   | Relative Humidity                | Range     | CO2                       | Range             | # Occupants                 |
|-----------------|---------------|---------|----------------------------------|-----------|---------------------------|-------------------|-----------------------------|
| P-1378C         | 72.2          | 72 - 78 | 54.8                             | 30% - 60% | 553                       | Max 700 > Ambient | 2                           |
| Noticeable Odor | No            |         | Visible water damage / staining? |           | Visible microbial growth? |                   | Amount of material affected |
| Ceiling Type    | Homasote      |         | No                               |           | No                        |                   | None                        |
| Wall Type       | Homasote      |         | No                               |           | No                        |                   | None                        |
| Flooring        | 12 x 12 Vinyl |         | No                               |           | No                        |                   | None                        |

  

|                          | Clean | Minor Dust / Debris | Needs Cleaning | Corrective Action Required      |
|--------------------------|-------|---------------------|----------------|---------------------------------|
| Ceiling                  | Yes   | No                  | No             |                                 |
| Walls                    | Yes   | No                  | No             |                                 |
| Flooring                 | Yes   | No                  | No             |                                 |
| HVAC Supply Grills       | No    | Yes                 | Yes            | Clean with Wexcide disinfectant |
| HVAC Return Grills       | No    | Yes                 | Yes            | Clean with Wexcide disinfectant |
| Ceiling at Supply Grills |       |                     |                | N/A                             |
| Surfaces in Room         | No    | Yes                 | Yes            | Clean as appropriate            |

## Observations

### Findings:

- The ceiling appears to be newly installed and painted. However, it appears that moisture remains above the ceiling. No stains evident at the time of the assessment but every homasote sheet is wet per moisture meter.
- Homasote walls panels are dry
- Dust and debris on HVAC supply and return grills
- Minor dust build up on environmental surfaces throughout the portable
- Live plants in room and air freshener
- Dust and debris on coils of East A/C unit

### Recommendations:

#### Site Based Maintenance:

- Clean HVAC supply and return grills with Wexcide disinfectant solution
- Clean environmental surfaces throughout the portable
- Remove live plants from the room. Soil is a source of microbial growth.
- Remove air freshener from room
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

#### Physical Plant Operations:

- Evaluate roof for cause of water intrusion and repair/replace ceiling material as appropriate
- Clean coils - East A/C unit