

RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Supervisor
Risk Management Department

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

November 9, 2009

Signature on File

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

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
Portable 380C

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

On October 29, 2009, I conducted an assessment of Portable 380C 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.

Generally, the IAQ Assessment did not identify any existing conditions significantly impacting IAQ and thereby 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 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. 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 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 754-321-1900.

cc: Jeffrey S. Moquin, Executive Director, Support Operations
Aston Henry, Supervisor, 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
Robert Krickovich, Coordinator, LEA, Facilities and Construction Management

ES/tc
Enc.

IAQ Assessment

Location Number

Multicultural and ESOL

Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions

Temperature

Relative Humidity

Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="P-380C"/>	<input type="text" value="77.2"/>	<input type="text" value="72 - 78"/>	<input type="text" value="52.4"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="768"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text" value="4"/>
Noticeable Odor	<input type="text" value="Yes"/>		Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="various"/>
Wall Type	<input type="text" value="Homasote"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="No"/>		<input type="text" value="No"/>		<input type="text" value="None"/>

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Remove and replace ceiling tiles"/>
Walls	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Flooring	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
HVAC Supply Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean with Wexcide disinfectant"/>
HVAC Return Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean with Wexcide disinfectant"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings:

- Various stained ceiling tiles throughout portable
- Heavy dust build up on A/C filters
- Heavy dust and debris on HVAC supply and return grills
- Excessive dust build up on environmental surfaces
- Potted plants in room
- Musty odor in room. Occupants advised no health concerns, however, odor is prevalent everyday in the morning.
- Checked false ceiling plenum and all material was clean and dry

Site Based Maintenance:

- Remove and replace stained ceiling tiles. If stain returns, contact COMPASS to generate a work order to evaluate for cause.
- Remove and replace A/C filters
- Clean HVAC supply and return grills with Wexcide disinfectant solution
- Remove potted plants from room. Soil is a source of microbial growth.
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate