

# RISK MANAGEMENT...

managing risk with responsibility

Aston A. Henry, Supervisor  
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May 2, 2012

Signature on File

TO: Israel Canales, Manager  
**Administrative Sites**

FROM: Richard Rosa, Project Manager  
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

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

On November 17, 2011, I conducted an assessment at **South Area Portable Annex - Multicultural**. 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

RR/tc  
Enc.

# IAQ Assessment

Location Number   
 Evaluation Requested   
 Evaluation Date

South Area Portable Annex - Multicultural

Time of Day

Outdoor Conditions      Temperature       Relative Humidity       Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="P-QP129"/>	<input type="text" value="70.2"/>	<input type="text" value="72 - 78"/>	<input type="text" value="46.4"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="501"/>	<input type="text" value="Max 700 &gt; Ambient"/>	<input type="text"/>
Noticeable Odor	<input type="text" value="No"/>		Visible water damage / staining?		Visible microbial growth?		Amount of material affected
Ceiling Type	<input type="text" value="Homasote"/>		<input type="text" value="Yes"/>		<input type="text" value="Yes"/>		<input type="text" value="8 square feet"/>
Wall Type	<input type="text" value="Homasote"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="160 square feet"/>
Flooring	<input type="text" value="12 x 12 Vinyl"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="720 square feet"/>

	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"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Replace as necessary"/>
Flooring	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Remove and replace"/>
HVAC Supply Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
HVAC Return Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Ceiling at Supply Grills	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="Remove and replace"/>
Surfaces in Room	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="Clean as appropriate"/>

**Observations**

**Findings**

- Dust and debris on A/C coils
- Visible water damage/staining and microbial growth on homasote ceiling (@8 square feet)
- Visible water damage/staining on entire West wall (floor to ceiling) and entire wall panel under and around A/C on East wall. (@160 square feet)
- Water damage to entire floor including sub-floor. (@720 square feet)

**Site Based Maintenance:**

- 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 portable and determine if repairs would be cost effective.

- NOTE: Work order EQ02279 generated 1-24-12