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March 4, 2009

Signature on File

TO: Mr. Israel Canales, Manager
Administrative Sites

FROM: Edward See, Project Manager
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
FISH 250 and 255

For Custodial Supervisor Use Only

- Custodial Issues Addressed
- Custodial Issues Not Addressed
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On February 24, 2009 I conducted an assessment of FISH 250 and 255 at **the South Central Area Office**. 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. 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 754-321-3200.

cc: Dr. Verda Farrow, Area Superintendent
Jeffrey S. Moquin, Executive Director, Support Operations
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

South Central Area Office

Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input style="width: 40px;" type="text" value="250"/>	<input style="width: 40px;" type="text" value="76.1"/>	<input style="width: 40px;" type="text" value="72 - 78"/>	<input style="width: 40px;" type="text" value="38.1"/>	<input style="width: 40px;" type="text" value="30% - 60%"/>	<input style="width: 40px;" type="text" value="522"/>	<input style="width: 40px;" type="text" value="Max 700 > Ambient"/>	<input style="width: 40px;" type="text" value="10"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="None"/>	
Ceiling Type	<input style="width: 150px;" type="text" value="2 x 2"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 150px;" type="text" value="None"/>		
Wall Type	<input style="width: 150px;" type="text" value="Drywall/Plaster"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 150px;" type="text" value="None"/>		
Flooring	<input style="width: 150px;" type="text" value="Carpet"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 150px;" type="text" value="None"/>		

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 300px;" type="text"/>
Walls	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 300px;" type="text"/>
Flooring	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 300px;" type="text"/>
HVAC Supply Grills	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 300px;" type="text"/>
HVAC Return Grills	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 300px;" type="text"/>
Ceiling at Supply Grills	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 300px;" type="text"/>
Surfaces in Room	<input style="width: 30px;" type="text" value="No"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 30px;" type="text" value="Yes"/>	<input style="width: 300px;" type="text" value="Clean as appropriate"/>

Observations

Findings:
Building is owned by Stiles and leased by SBBC
 - Potted plants in room
 - Dust build up on environmental surfaces. Personal items and storage items hinder cleaning efforts.

Recommendations:
Site Based Maintenance:
 - Remove potted plants from room. Soil is a source of microbial growth.
 - Clean elevated surfaces as appropriate. Recommend setting up a dusting schedule to coordinate with occupants to remove and replace personal items to assist custodial staff with cleaning efforts.
 - Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

IAQ Assessment

Location Number

South Central Area Office

Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input style="width: 40px;" type="text" value="255"/>	<input style="width: 40px;" type="text" value="76.3"/>	<input style="width: 40px;" type="text" value="72 - 78"/>	<input style="width: 40px;" type="text" value="37.1"/>	<input style="width: 40px;" type="text" value="30% - 60%"/>	<input style="width: 40px;" type="text" value="536"/>	<input style="width: 40px;" type="text" value="Max 700 > Ambient"/>	<input style="width: 40px;" type="text" value="3"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input style="width: 60px;" type="text" value="No"/>		<input style="width: 60px;" type="text" value="Yes"/>		<input style="width: 60px;" type="text" value="No"/>		<input style="width: 160px;" type="text" value="Adjacent to FISH 250"/>	
Ceiling Type	<input style="width: 160px;" type="text" value="2 x 2"/>		<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 60px;" type="text" value="No"/>		<input style="width: 160px;" type="text" value="None"/>	
Wall Type	<input style="width: 160px;" type="text" value="Drywall/Plaster"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 60px;" type="text" value="No"/>		<input style="width: 160px;" type="text" value="None"/>	
Flooring	<input style="width: 160px;" type="text" value="Carpet"/>		<input style="width: 40px;" type="text" value="No"/>	<input style="width: 60px;" type="text" value="No"/>		<input style="width: 160px;" type="text" value="None"/>	

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Walls	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Flooring	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
HVAC Supply Grills	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
HVAC Return Grills	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Ceiling at Supply Grills	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>
Surfaces in Room	<input style="width: 40px;" type="text" value="Yes"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 40px;" type="text" value="No"/>	<input style="width: 400px;" type="text"/>

Observations

Findings:

Building is owned by Stiles and leased by SBBC

- Stained ceiling tiles adjacent to FISH 250

Recommendations:

Site Based Maintenance:

- Remove and replace stained ceiling tiles

- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate