

Jeffrey S. Moquin, Director
Risk Management Department

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

July 28, 2006

Signature on File

TO: Israel Canales, Manager
Administrative Sites

FROM: Kenneth I. Partee, Project Manager Occupational Health and Environmental Control
Risk Management Department

SUBJECT: Indoor Air Quality (IAQ) Assessment
Payroll Department - TSSC

On June 20, 2006 I conducted an assessment of the Payroll Department at TSSC. 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 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.

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: Jeffrey S. Moquin, Director, Risk Management
Sharmila Laljie, Director, Payroll/Accounts Payable
Henry Verdugo, 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

KP/tc
Enc.

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Payroll Department - TSSC Building

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="Various"/>	<input type="text"/>	<input type="text" value="72 - 78"/>	<input type="text"/>	<input type="text" value="30% - 60%"/>	<input type="text"/>	<input type="text" value="Max 700 > 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="2 x 4 Lay In"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>			
Wall Type	<input type="text" value="Plaster"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>			
Flooring	<input type="text" value="Carpet"/>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="Various"/>			

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
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 - 304D"/>
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: The entire payroll department was evaluated

- **FISH 304D**
 - Dust and debris on HVAC supply grill outside of 304D
- **FISH 307**
 - Excessive amount of paper , appliances and personal items in room
 - Staining on carpet under chair
 - Dust build up on environmental surfaces
- **FISH 310 (File Room)**
 - Door was open and odor from paper was strong in hallway area
- **Remainder of offices throughout department**
 - Environmental parameters (temperature, humidity and CO2) were acceptable throughout the department. However, there are areas that are colder or warmer than others.
 - Carpet is stained and worn under chair area of most cubicles. Most did not have chair mats.
 - Dust build up on environmental surfaces
 - Numerous live plants throughout the department
 - Excessive amounts of paper throughout area
 - Toner and supplies stored in work areas
 - Excessive amount of personal items in many cubicles (stuffed animals, pictures, etc.)
 - Dust and dirt build up on windows (inside and out)
 - Space heaters under desks in many cubicles

See next page for recommendations

IAQ Assessment

Location Number
 Evaluation Requested
 Evaluation Date

Payroll Department - TSSC Building

Time of Day

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="Various"/>	<input type="text"/>	<input type="text" value="72 - 78"/>	<input type="text"/>	<input type="text" value="30% - 60%"/>	<input type="text"/>	<input type="text" value="Max 700 > 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="2 x 4 Lay In"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>			
Wall Type	<input type="text" value="Plaster"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="None"/>			
Flooring	<input type="text" value="Carpet"/>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="Various"/>			

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
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="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
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 - 304D"/>
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

Recommendations:

Site Based Maintenance:

- Encourage occupants to keep blinds closed to reduce heat load
- Clean HVAC supply grill outside of 304D with Wexcide disinfectant solution
- Thoroughly clean environmental surfaces throughout the department
- Clean carpet in FISH 307 with extraction machine and evaluate remainder of department. Consider purchasing chair mats for each cubicle.
- Keep door to FISH 310 closed to avoid odor from offgassing of paper
- Remove live plants
- Encourage occupants to reduce clutter (personal items) and remove excess paper
- Store toner and other supplies away from office areas
- Contact Safety regarding the use of space heaters
- 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 HVAC for proper operation and possibility of adding air assist