

managing risk with responsibility

	ry, Supervisor nent Department	Telephone: Fax:	754 321-1900 754 321-1917		
September 25,	, 2012	Signature on File	For Custodial S	upervisor Use Only	
TO:	Roy Norton, Mana	C	Custodial Iss	ues Addressed	
	Physical Plant Op	Operations		ues Not Addressed	
FROM:	Robert Krickovich, Facilities Design ar	Coordinator I, LEA nd Construction			
SUBJECT:	Indoor Air Quality	(IAQ) Assessment			

On September 21, 2012, I conducted an assessment at **Technology Support Services.** 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 Design and Construction Mark Dorsett, Manager, Zone 1, Physical Plant Operations Division Sonja Coley, Senior Project Manager, Facilities Design and Construction Aston Henry, Supervisor, Risk Management

RK/tc Enc.

IAQ Assessment

Technology Support Services

Evaluation Date September 21, 2012

Time of Day

9:30

Outdoor Conditions	s Temperatur	e 78.6	Relative	Humidity	99.8	Ambient CO2 4	99
	73.7 Rang		─ ─i	ange - 60%	CO ² 870	Range # O MAX 700 > Ambient	ccupants
Noticeable Odor	No	Visible water da staining?		Visible mic growth		Amount of material affected	
Walls Drywall/C	4' Lay in Cloth Cubicle	No Yes		No No] _	Minor stain on cloth	wall
Floor C	arpet	Yes		No]	Carpet stained and t	orn
Ceiling Clean Walls Clean	Yes Yes	HVAC Su Grills Cle Inside of	an Supply	Yes		HVAC Return Grills Clean Inside of Return	Yes
Flooring Clean Room Surfaces Clean	No No	Duct Clea Ceiling at Grills Cle	Supply	Yes		Duct Clean	Yes
Trash Removed Signs of Pests	Yes No		aps Wet	N/A		Unapproved Chemicals / Cleaners in Room Air Fresheners	No No
Room Cluttered Mechanical Equipm	No Nent Location U	Food if Stored in in Sealed Contain		N/A		in Room Mechanical Room Clean	
Filters Installed Prop		Filter Cooling Co	s Clean il Clean			Inside of HVAC Unit Clean	
Fresh Air Intake Loc Pollutant Sources N Intake					V	Fresh Air Intake Free of Obstruction	
Observations Cubicle in large ope surfaces - dust deb			luct tape) -	Stain on on	e cloth w	all of cubicle - dust debr	is on
Corrective Actions						ns to be Completed by Pl	
Thorou	ghly clean all su	rtaces	▼ ▼	Eva	iluate car	pet for replacement	▼ ▼
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			▼				▼
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