

Aston A. Henry, Supervisor
Risk Management Department

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April 18, 2012

Signature on File

TO: Israel Canales, Manager
Administrative Sites

FROM: Robert Krickovich, Coordinator I, LEA
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
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On January 12, 2012 I conducted an assessment at **Title 1 - ECIA**. 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

RK/tc
Enc.

IAQ Assessment

Location Number

Title 1 - ECIA

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="120"/>	<input style="width: 40px;" type="text" value="72.4"/>	<input style="width: 40px;" type="text" value="72 - 78"/>	<input style="width: 40px;" type="text" value="51.6"/>	<input style="width: 40px;" type="text" value="30% - 60%"/>	<input style="width: 40px;" type="text" value="602"/>	<input style="width: 40px;" type="text" value="Max 700 > Ambient"/>	<input style="width: 40px;" type="text" value="4"/>
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 4 Lay In"/>		<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="Wood Paneling"/>		<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="12 x 12 Vinyl"/>		<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: 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

- Live plants in room
- Complaint of odor that is bad in the morning (chemical) and then dissipates later in the day. The inside of the HVAC unit is clean. Odor appears to be coming from computer equipment in room (battery back ups, etc.)

Site Based Maintenance:

- Remove live plants
- Staff to check equipment and replace as necessary
- 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:

- Energy Management to coordinate with HFSP to run A/C system 24/7