

Aston A. Henry, Supervisor
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

June 13, 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
<hr/>	
<hr/>	

On June 11, 2012, I conducted an assessment at **Twin Lakes Administration, 4200 NW 10th Avenue**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ assessment did identify one or more existing conditions impacting IAQ and has generated appropriate work orders to correct deficiencies in systems and maintenance that could contribute to decreased indoor air quality. At the time of the assessment, these concerns were not an immediate health or safety concern 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. 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

Twin Lakes Administration

Evaluation Date June 11, 2012

Time of Day 2

Outdoor Conditions Temperature 91.0

Relative Humidity 50.4

Ambient CO2 464

Fish	Temperature	Range	Relative Humidity	Range	CO ²	Range	# Occupants	
126	77.5	72 - 78	42.3	30% - 60%	695	MAX 700 > Ambient	6	
Noticeable Odor		No	Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
Ceiling	2' X 2' Lay in		Yes		No		1 tile	
Walls	Drywall		No		No			
Floor	Carpet		No		No			
Ceiling Clean		Yes	HVAC Supply Grills Clean		Yes	HVAC Return Grills Clean		No
Walls Clean		Yes	Inside of Supply Duct Clean		Yes	Inside of Return Duct Clean		Yes
Flooring Clean		Yes	Ceiling at Supply Grills Clean		Yes			
Room Surfaces Clean		No						
Trash Removed		Yes	Exhaust Fans Working		N/A	Unapproved Chemicals / Cleaners in Room		No
Signs of Pests		No	Drain Traps Wet		N/A	Air Fresheners in Room		No
Room Cluttered		No	Food if Stored in Room is in Sealed Containers		N/A			
Mechanical Equipment Location			Roof Top			Mechanical Room Clean		N/A
Filters Installed Properly		N/A	Filters Clean		N/A	Inside of HVAC Unit Clean		N/A
Condensate Pan Clean		N/A	Cooling Coil Clean		N/A			
Fresh Air Intake Location			Roof top ▼			Fresh Air Intake Free of Obstruction		<input type="checkbox"/>
Pollutant Sources Near Air Intake			 ▼					

Observations

One stained ceiling tile in NW corner of room over Xerox machine - 2' x 2' supply grill used as return (whistles loud) - Heavy dust / debris on surfaces - Fumes from printing services throughout building - Supply grill in corridor 002 by FISH 115 has heavy dust/dirt build up - stained ceiling tile in corridor 002 in front of FISH 115 - 4 water damaged ceiling tiles in corridor 002 by FISH 138 - 1 with microbial growth - (chilled water pipe above) Floor tile stained - has been leaking for a long time.
 4200 NW 10th Avenue

Corrective Actions to be Completed by Site Based Staff

Clean HVAC supply grill in 002 with Wexcide	▼
Clean ceilings around HVAC supply grill in 002	▼
Thoroughly clean all surfaces	▼
	▼
	▼
	▼
	▼
	▼

Corrective Actions to be Completed by PPO

Repair cause of stained ceiling tile in 126	▼
Repair cause of stained tiles in C002	▼
Replace stained tiles in 002	▼
Repair chilled water pipe leak in C002 by 138	▼
	▼
Evaluate location of printing services exhaust and location of fresh air for building	▼
Modify as needed to reduce odor in building	▼