

Aston A. Henry, Supervisor Risk Management Department

## managing risk with responsibility

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

April 11, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Brian Little, Manager Materials Logistics	Custodial Issues Addressed Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities and Construction Management	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On April 4, 2012 I conducted an assessment at **Warehouse Textbook Office**. 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							
Warehouse, Maintenance & Tra	ansportation Evaluation Dat	e April 4, 2012	Time of Day	3:30			
Outdoor Conditions Tempera	ature 78.2 Relative	Humidity 79.8	Ambient CO2 5	27			
		Range       CO <sup>2</sup> % - 60%       816		cupants 7			
Noticeable OdorYesCeiling2' X 4' Lay in	Visible water damage / staining?	Visible microbial growth?	Amount of material affected				
Walls Wood Paneling							
Floor 12" x 12" Vinyl	No No	No					
Ceiling Clean Yes Walls Clean Yes	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	No			
Flooring Clean Yes	Inside of Supply Duct Clean	Yes	Inside of Return Duct Clean	N/A			
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes					
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No			
Signs of Pests Yes	Drain Traps Wet	N/A	Air Fresheners	No			
Room Cluttered No	Food if Stored in Room is in Sealed Containers	N/A	in Room				
Mechanical Equipment Location Above Ceiling Mechanical Room Clean N/A							
Filters Installed Properly Yes	5 Filters Clean	Νο	Inside of HVAC Unit Clean				
Condensate Pan Clean Cooling Coil Clean							
Fresh Air Intake Location None ▼ Fresh Air Intake Free of Obstruction			N/A				
Pollutant Sources Near Air Intake	N/A	▼					
Observations							
Textbook offices Mild odor like damp wood - Signs of water on warehouse floor around entire office - Signs of termites on floor in							
warehouse around entire office.							

Corrective Actions to be Completed by Site Based Staff

Clean HVAC return grills with Wexcide	▼	
Remove and replace A/C filters	▼	
Clean ceiling at supply grill in 401R	▼	
	▼	
	▼	
	▼	
	▼	
	▼	

## Corrective Actions to be Completed by PPO

Repair HVAC to reduce humidity level	▼
	▼
	▼
	▼
	▼
	▼
	▼
	▼