

managing risk with responsibility

Aston A. Henry, Supervisor
Risk Management Department

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Mar 20, 2012	Ciercalitana ara Eila	
May 30, 2012	Signature on File	For Custodial Supervisor Use Only
TO:	Chester Tindall, Director	Custodial Issues Addressed
	Student Transportation and Fleet Services	Custodial Issues Not Addressed
FROM:	Robert Krickovich, Coordinator I, LEA Facilities and Construction Management	
SUBJECT:	Indoor Air Quality (IAQ) Assessment	

On May 16, 2012 I conducted an assessment in two offices on the second floor of the bus garage located on N.W. 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 Assess	ment		
Warehouse, Maintenance & Transpo	ortation Evaluation Dat	te May 16, 2012	Time of Day 12	2:30
Outdoor Conditions Temperature	e 81.2 Relative	e Humidity 99.8	Ambient CO2 4	69
FishTemperatureRange27072.872 - 78		Range CO ² % - 60% 584		ccupants 1
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 2' Lay inWallsDrywallFloor12" x 12" Vinyl	N/A No	No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean Yes	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return Duct Clean	Yes
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	Yes	Duct Clean	
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No Yes
Mechanical Equipment Location Abo Filters Installed Properly Yes Condensate Pan Clean N/A	ove Ceiling Filters Clean Cooling Coil Clean	Yes N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
Fresh Air Intake Location N/A Pollutant Sources Near Air		▼	Fresh Air Intake Free of Obstruction	
Observations				
small office area on the second floor	on west side of the bus g	arage across from Dis	trict	
Musty odor in room - Time mist spra	y deodorizer in room.			

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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

	IAQ Assess	ment		
Warehouse, Maintenance & Trans	sportation Evaluation Dat	te May 16, 2012	Time of Day 1	2:30
Outdoor Conditions Temperatu	ire 81.2 Relative	e Humidity 99.8	Ambient CO2 4	69
Fish Temperature Range 274 72.2 72 - 7		Range CO ² % - 60% 690	Range # Oc MAX 700 > Ambient	ccupants 3
Noticeable Odor No	Visible water damage / staining?	Visible microbial growth?	Amount of material affected	
Ceiling2' X 2' Lay inWallsDrywallFloorCarpet	No No	No No		
Ceiling Clean Yes Walls Clean Yes Flooring Clean No	HVAC Supply Grills Clean Inside of Supply Duct Clean	Yes	HVAC Return Grills Clean Inside of Return	Yes
Room Surfaces Yes	Ceiling at Supply Grills Clean	Yes	Duct Clean	
Trash RemovedYesSigns of PestsNoRoom ClutteredNo	Exhaust Fans Working Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A N/A	Unapproved Chemicals / Cleaners in Room Air Fresheners in Room	No No
Mechanical Equipment Location A Filters Installed Properly Yes Condensate Pan Clean N/A	Above Ceiling Filters Clean Cooling Coil Clean	Yes N/A	Mechanical Room Clean Inside of HVAC Unit Clean	N/A N/A
	N/A	 ▼	Fresh Air Intake Free of Obstruction	
Observations				
small office area on the second flo	or on west side of the bus g	arage across from Dist	rict	
2 stained ceiling tiles in stairway 2	69 - carpet in 274 stained an	d dirty		

Corrective Actions to be Completed by Site Based Staff

Thoroughly clean stained carpet	▼
	▼
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	▼
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Corrective Actions to be Completed by PPO

Repair cause of stained ceiling tiles in stairway 269	▼
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	▼
	▼
	▼
	▼
	▼
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