

Aston A. Henry, Supervisor  
Risk Management Department

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June 12, 2012

Signature on File

TO: Mark Dorsett, Acting Director  
**Physical Plant Operations - District**

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 June 5, 2012 I conducted an assessment in one office of the Twin Lakes District building on N.W. 10<sup>th</sup> Avenue. 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  
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.

