

managing risk with responsibility

Aston A. Henry, Supervisor
Risk Management Department

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June 12, 2012	Signature on File	For Custodial Supervisor Use Only	
TO:	Mark Dorsett, Acting Director	Custodial Issues Addressed	
	Physical Plant Operations - District	Custodial Issues Not Addressed	
FROM:	Robert Krickovich, Coordinator I, LEA Facilities and Construction Management		
SUBJECT:	Indoor Air Quality (IAQ) Assessment		

On June 5, 2012 I conducted an assessment in one office of the Twin Lakes District building on N.W. 10th 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.

	IAQ Assessi	ment			
Warehouse, Maintenance & Transpo	rtation Evaluation Dat	e June 5, 2012	Time of Day	2:30	
Outdoor Conditions Temperature	92.7 Relative	Humidity 45.0	Ambient CO2 4	44	
Fish Temperature Range 162 75.4 72 - 78		Range CO % - 60% 494		ccupants 1	
Noticeable Odor Yes	Visible water damage / staining?	Visible microbial growth?	Amount of material affected		
Ceiling Drywall	No	No			
Walls Drywall	No	No			
Floor 12" x 12" Vinyl	No	No			
Ceiling Clean Yes Walls Clean No	HVAC Supply Grills Clean	Yes	HVAC Return Grills Clean	Yes	
Flooring Clean No	Inside of Supply Duct Clean	N/A	Inside of Return Duct Clean	N/A	
Room Surfaces Yes Clean	Ceiling at Supply Grills Clean	N/a			
Trash Removed Yes	Exhaust Fans Working	N/A	Unapproved Chemicals / Cleaners in Room	No	
Signs of Pests Yes Room Cluttered No	Drain Traps Wet Food if Stored in Room is in Sealed Containers	N/A Yes	Air Fresheners in Room	No	
Mechanical Equipment Location Wal	Mechanical Equipment Location Wall mounted unit Mechanical Room Clean N/A				
Filters Installed Properly Yes	Filters Clean	Yes	Inside of HVAC Unit Clean	Yes	
Condensate Pan Clean N/A	Cooling Coil Clean	N/A			
Fresh Air Intake Location Hall	outside of 162	▼	Fresh Air Intake Free of Obstruction	Yes	
Pollutant Sources Near Air Intake	ie	▼	of obstruction		
Observations					
Musty Odor - Mini fridge in room unplugged / defrosted / standing water in fridge / bad odor in fridge - Large refrigerator minor microbial growth on door gasket - cobwebs in corners of walls at ceilings - Gnats / bugs flying around in room.					
Unit cooling / not dehumidifying - Tu	rn unit off at end of day an	nd on again in mornin	g - will re-evaluate 6/14/12		

Corrective Actions to be Completed by Site Based Staff

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Corrective Actions to be Completed by PPO

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