



## SOCIAL SECURITY

### MEMORANDUM

Date: 09/22/07

To: Lollie Driulini  
AFGE Regional Health and Safety Officer

From: Rick Prieto,  
SSA Facilities Team Dallas, TX

Subject: Indoor Air Quality Screening for The Ardmore, OK District Office.

Attached is a copy of the indoor air quality screening recorded on a Facility Assessment Checklist (FAC) by the US Public Health Service (PHS) for the Office located at 321 S. Holiday Drive Ardmore, OK. The FAC was conducted at this facility as part of our Indoor Air Quality Program. Based on the review of the FAC, we are not recommending any additional action for this facility at this time.

If you have any questions, please call me at 214-767-3104 in Management and Operations Support or E-mail me at the following address: [ricardo.prieto@ssa.gov](mailto:ricardo.prieto@ssa.gov).

Thank You

Rick Prieto

SIR

JUL 23 2007

TO: Rick Prieto, Region VI  
Social Security Administration

SUBJECT: Indoor Air Quality Screening--ACTION

Attached is a copy of the indoor air quality screening recorded on a Facility Assessment Checklist (FAC). The screening was completed on-site by the Public Health Service on July 12, 2007 for the Ardmore Field Office located at 321 S Holiday Drive, Ardmore, Oklahoma (SSA#786).

The screening was conducted for this facility as part of our nationwide Indoor Air Quality program. Based on our review of the FAC we have concluded that a follow-up survey or additional actions are not warranted at this time.

Please forward a copy of this information to the local SSA office, GSA and your Regional Labor Management Representative for distribution to the Union Health and Safety Representative.

If you have any questions or need additional information concerning this report, please contact me on 410-965-6349. If you have any other environmental concerns, please contact our Environmental Hotline on 410 966-7026.

Dwight Lucas  
Office Environmental Health and  
Occupational Safety, SSA

Attachments

cc:  
Jamie Bryant, PHS, Region VI (cover only)  
Selena Gibson, SSA, LMR (cover only)  
Francis Forster, PHS

**FACILITY ASSESSMENT CHECKLIST**

Building: Ardmore FO, OK GSA Building #: 786  
 Address: 321 S. Holiday Drive SSA Building #: OK0084  
Ardmore OK 73401  
 SSA Facilities Manager/Contact Person (Name, Title, Phone #, Fax and e-mail): \_\_\_\_\_  
Donald Henn - Manager phone # 580-223-2927, Fax 580-223-7527  
 Surveyor(s): Manash Patel Date of Survey: 7/12/07

Date of Construction: July 2006

Brief Construction/Facility Description: single story building - exterior wall brick, roof-pitched-sheet metal, interior walls - wallboard ceramic tile, vinyl wall paper, and texture, Floors ceramic tile, vinyl tile, or carpet tiles, ceiling wallboard or suspended lay in tiles

Approximate Size of SSA Space: 8,000 Square Feet

Number of SSA Employees on Roster: 12

Location of Parking: Below Building Street Level  Street Lot  Attached Garage

Have there been any major renovations within: >5yrs  >2-5 yrs  1-2 yrs  <1yr  None   
 (Note: Consider the date of construction as well as the date of any major renovations and use the most recent date). If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Are there any maintenance shops or chemical processes in the building? Yes  No   
 If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Are there any pollutant sources in close proximity to the fresh air intake? (i.e. loading dock, cooling tower, sanitary/exhaust vents, etc., as well as surrounding area) Yes  No   
 If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Have any odors been reported? Yes  No   
 If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Has there been any water damage within the last 5 years? Yes \_\_\_ No   
If yes, explain the extent of the damage and approximate date of occurrence: \_\_\_\_\_

Has the problem been corrected? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

Explain: \_\_\_\_\_

Does the HVAC system appear to be well maintained? (i.e. cleanliness of supply/return grilles, mechanical area(s), if accessible) Yes  No \_\_\_ Unsure \_\_\_ Explain: \_\_\_\_\_

Are the occupants generally satisfied with the HVAC system hours of operation? Yes  No \_\_\_ Unsure \_\_\_

If no, explain: \_\_\_\_\_

What is the rated air flow (CFM/person) of the HVAC system? <5 \_\_\_ 5-20 \_\_\_ >20 \_\_\_ Unsure

Have any health or environmental studies been conducted? Yes \_\_\_ (obtain copies) No

Is an Indoor Air Quality Complaint Log maintained? Yes \_\_\_ (obtain copy) No

Source of HVAC Information: Donald Herr

**SAMPLING:**

**Outdoors background**

Weather conditions: Sunny, Humid  
Time: 3:00 am/pm Location: Parking Lot

CO<sub>2</sub> Result: \_\_\_ % 321 ppm Temperature 87.6 Relative Humidity 78.2

**Indoors**

Time: 2:30 am/pm Number of building occupants: 15 Location: multi-purpose Rm

CO<sub>2</sub> Result: \_\_\_ % 767 ppm Temperature 75.8 Relative Humidity 32.7

Time: 2:35 am/pm Number of building occupants: 15 Location: North open work area

CO<sub>2</sub> Result: \_\_\_ % 742 ppm Temperature 76.1 Relative Humidity 35.6

Time: 2:40 am/pm Number of building occupants: 15 Location: South open work area

CO<sub>2</sub> Result: \_\_\_ % 730 ppm Temperature 76.5 Relative Humidity 38.9

Additional comments, observations or pertinent information: \_\_\_\_\_  
Information based on interview with onsite SSA EHS manager.