



## SOCIAL SECURITY

### MEMORANDUM

Date: 02/06/08

To: Lollie Driulini  
Social Security Administration

From: Rick Prieto,  
SSA Facilities Team Dallas, TX

Subject: Indoor Air Quality Screening for The Poteau, OK SSA 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 1306 Tarby Road, Poteau, OK 74953. The FAC was conducted at this facility as part of our Indoor Air Quality Program. Based on a review of this FAC there are no recommendations for this facility at this time.

If you have any questions, please call me at 214-767-3104 in Management and Operations Support.

Thank You

Rick Prieto

S1R

JAN 16 2008 ✓

TO: Ricardo Prieto, Region VI  
Social Security Administration

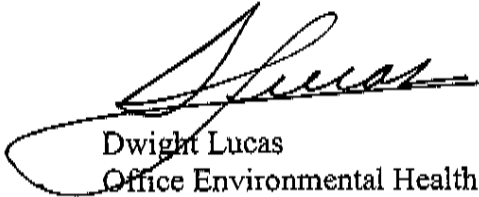
SUBJECT: Indoor Air Quality Screening--ACTION

Attached is a copy of the indoor air quality screening recorded on a Facility Assessment Checklist (FAC) by the Public Health Service (PHS) for the Poteau, Oklahoma field office (code E32) located at 1306 Tarby Rd., Poteau, OK.

The FAC was completed as part of our Indoor Air Quality program. Based on our review of the FAC, we are not recommending any action for this facility at this time. If conditions change, please contact OEHOS.

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

If you have any questions or need additional information regarding this report, please contact Dwight Lucas at (410) 965-6349. If you have any other environmental concerns, please contact our Environmental Hotline at (410) 966-7026.



Dwight Lucas  
Office Environmental Health and Occupational  
Safety, SSA

Attachments

cc:

Steve Lindsey, PHS  
Selena Gibson, SSA, LMR

**FACILITY ASSESSMENT CHECKLIST**

Building: Poteau Field Office GSA Building # OK 1489 *per GSA web site TK*

Address: 1306 Tarby Rd SSA Building # E32  
Poteau, OK 74953

SSA Facilities Manager/Contact Person (Name, Title, Phone #, Fax and e-mail): \_\_\_\_\_

T JACK ARMSTRONG (Office Manager) (918) 647-9194 / 9512 (918) 647-3631 (fax)

Surveyor(s): James Fontkawas Date of Survey: 12/11/07 - 12/12/07

Date of Construction: 2007

Brief Construction/Facility Description: Structural frame - steel, Roof pitched asphalt shingles, Ext. walls - Brick  
Flr - Concrete slab on grade, Colonnade - Brick, wall finish - wall board, Vinyl covering,  
Ceramic tile, Ceilings - suspended (dry fit T-bar), Floor Finish - resilient tile, Ceramic tile, Carpet tile

Approximate Size of SSA Space: 6000 Square Feet

Number of SSA Employees on Roster: 13

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 \_\_\_ *N/A*

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: Jack Armstrong

**SAMPLING:**

**Outdoors background**

Weather conditions: Rain

Time: 17:46 am/pm Location: Exterior - Side Door

CO<sub>2</sub> Result: \_\_\_ % 469 ppm Temperature 48.7 Relative Humidity 97.1

**Indoors**

Time: 17:30 am/pm Number of building occupants: 3 Location: Breakroom

CO<sub>2</sub> Result: \_\_\_ % 856 ppm Temperature 73.0 Relative Humidity 52.6

Time: 17:38 am/pm Number of building occupants: 2 Location: Unknown South Area

CO<sub>2</sub> Result: \_\_\_ % 809 ppm Temperature 67.8 Relative Humidity 47.8

Time: 17:40 am/pm Number of building occupants: 2 Location: Unknown North Area

CO<sub>2</sub> Result: \_\_\_ % 800 ppm Temperature 67.5 Relative Humidity 46.7

Additional comments, observations or pertinent information: \_\_\_\_\_

Information based on interview with onsite SSA EHS manager.