

# Indoor Air Quality Program

MECHANISM TO REPORT COMPLAINTS: Occupants report air quality concerns directly to Facilities as they would any other building-related issue, using our work order system.

## CORRECTIVE MEASURES ACTION PLAN:

- Construction-related: All major projects on campus have their own IAQ plan for construction. The Assistant Manager of Compliance and Facilities participates in pre-construction meetings and ensures that proper measures are taken to follow the IAQ plan. If the complaint involves construction, the Assistant Manager will investigate and ensure that the parties involved take corrective action.
- Mold: Facilities staff addresses leaks immediately to prevent mold, and if mold is discovered the affected material is cut out and replaced.
- Filters: Air filters are changed quarterly, and more frequently in the Science building. The relevant air filter will be inspected and changed if necessary.
- Air handlers: Air handlers are serviced on a preventive maintenance program. The relevant air handler will be inspected and serviced if necessary.
- Ducts: Ducts are cleaned on a rotating basis. The relevant duct will be inspected and cleaned if necessary.
- Testing: If necessary, a third party is contracted to perform air quality testing.

MONITORING: Monitoring involves inspecting filters (at least quarterly when they are changed), residue from duct cleaning, and remediated leak and mold sites. Any area flagged through air quality testing will be re-tested until the problem is confirmed to be resolved. Areas with recurring problems are put on a regular monitoring schedule using the work order system.