



Indoor Air Quality Management Program Summary

Purpose

The University of Alberta (UAlberta) strives to provide all building occupants with an environment that maintains acceptable indoor air quality. The Indoor Air Quality (IAQ) Management Program is designed to protect the health and safety of building occupants and decrease exposure to indoor air contaminants.

Facilities and Operations (FO) uses the procedures outlined in this summary to guide its regular IAQ monitoring and response to IAQ issues

Scope

This program applies to all University of Alberta buildings. This program summary provides an overview of the areas of responsibility related to IAQ at UAlberta, the mechanisms available for building occupants to report IAQ concerns, the university's response to IAQ concerns, building maintenance standards, and employee communications.

Program Responsibilities

Management

Responsibility for IAQ management at the University of Alberta falls under both the VP Facilities and Operations (Operations group) and the VP Finance and Administration (Environment, Health and Safety division). In addition, individuals and departments are responsible for reporting IAQ concerns through the available channels.

Facilities and Operations (FO)

The **Operations** group is responsible for the following:

- Providing a reporting mechanism is continuously available to departments and individuals with IAQ concerns,
- Addressing IAQ concerns and issues from building occupants, management and the public,
- Conducting periodic building walk-through assessments,
- Reviewing new construction and renovation projects for IAQ concerns,
- Confirming that Maintenance, Housekeeping, Security, and Environment, Health and Safety departments have a copy of this program summary,
- Scheduling employee building training and ensuring new hires receive reporting instructions, and
- Periodically reviewing the program and updating as needed.

The **Maintenance** group shall:

- Provide input on the IAQ Management Program,
- Attend building training,
- Follow all IAQ Management Program requirements, and

- Perform preventative maintenance as per the program.

Finance and Administration (FA)

The **Environment, Health and Safety (EHS)** division is responsible for the following:

- Maintaining the online IAQ Self-Assessment tool, monitoring survey responses, and responding as necessary (<https://www.ualberta.ca/environment-health-safety/self-help/indoor-air-quality-self-assessment>).
- Addressing health concerns linked to IAQ as they arise, and
- Responding to emergency IAQ issues per the Emergency Preparedness and Response protocol.

IAQ Assessments

Periodic IAQ assessments of all UAlberta buildings will be performed by FO in conjunction with regular Building Condition Assessments at minimum every five years or as individual IAQ issues arise. The walk-through assessment will include evaluations of:

- Building exterior,
- Indoor spaces,
- Air-handling units,
- Air distribution, and
- HVAC component systems.

Results of these assessments will be recorded in Facility Condition Reports and kept by FO.

IAQ Emergencies and Incidents

If an emergency IAQ situation occurs and local or building-wide evacuation is necessary to protect faculty, staff, and visitors, the [University of Alberta Emergency Preparedness and Response protocol](#), as detailed on the EHS website, shall be followed.

If any reportable IAQ incident occurs, individuals must follow the [incident reporting procedures](#) as detailed on the EHS website.

IAQ Reporting

If it is not an emergency or reportable incident, all faculty and staff should report IAQ concerns using the appropriate channel, starting with their Administrative Professional Officer (APO). Once they have discussed their concern with their APO, the APO or individual should report the concern as follows:

- **For concerns about building condition:** FO Maintenance Desk (780-492-4833).
- **For health-related concerns:** EHS (780-492-0144 or ehs.info@ualberta.ca).

EHS also offers an online [IAQ Self-Assessment](#) to help individuals determine whether they have an IAQ issue, what sort of IAQ issue it might be, and how to report it.

After the concern is reported, the responder will initiate the IAQ investigation process.

IAQ Investigations

All IAQ concerns will be investigated by Facilities and Operations or Environment, Health and Safety. The building occupant(s) will be interviewed and asked to describe:

- The nature of the concern,
- When the issue occurs/occurred,
- The building occupant's symptoms and health effects,
- Conditions at the time of symptoms; such as odors, weather, or what they were doing, and
- The location of the problem.

Once the information is gathered from the building occupant(s), an investigation will be conducted to identify the potential source(s) of the issue. If it is determined there is a need for testing based on the interview and visual inspection, then testing will be performed by a certified party.

The extent of the investigation will be based on the information collected. Data collection and testing will be performed by a certified party, and results will be evaluated and compared to ASHRAE¹ and OHS OELs². If a source is determined, a remediation plan will be created. All parties involved will be notified of the progress and if/when the issue has been remediated.

All documents related to IAQ concerns will be retained on file by the responding party and all personal information will remain confidential.

Building Maintenance

Preventive maintenance plays a major role in maintaining the quality of air by ensuring that the building systems are operating effectively and efficiently. University of Alberta maintenance personnel will perform inspections and maintenance in an effort to prevent IAQ issues.

Any issues identified during inspections or maintenance will be prioritized. All remedial actions will be recorded.

Cleaning Program

Housekeeping is an important element of an effective IAQ Management Plan. The University of Alberta's "Cleaning for a Healthy U" program is managed by Buildings and Grounds Services (BGS) and was developed to reduce the amount of volatile organic compounds (VOCs) and airborne particulates, thereby creating a healthier environment for students, faculty, and staff. Details of this program can be found by [contacting BGS](#).

New Construction/Renovations

Facilities and Operations is responsible for directing and managing the design for all new construction and renovation projects including:

- Project planning and documentation,
- Site planning and design,
- Building and HVAC design,

¹ ASHRAE: American Society of Heating, Refrigerating and Air-Conditioning Engineers

² OEL: Occupational Exposure Limit.

- Materials evaluation and selection,
- Monitoring construction,
- Renovation activities, and
- Oversight of HVAC commissioning.

During all renovations, restoration or repair activities, the building occupants shall be protected from airborne contaminants that may be disturbed, generated, or released (e.g., toxic substances such as asbestos, lead, pesticides, heavy metals, mold, cement dust, paint vapors, and roof tarring vapors).

IAQ Program Communication

The University of Alberta has a procedure for communicating with building occupants regarding IAQ issues in a prompt and consistent manner.

General Information

Information on the IAQ Management Program, how to report IAQ concerns, and the contact information for both FO and EHS are documented [on the University of Alberta website](#).

Periodic Program Review

The IAQ Management Program will be reviewed every five (5) years by FO and EHS. This review will address:

- Changes in operations,
- Maintenance procedures, and
- Plan priorities.

Records Retention

The University of Alberta will maintain IAQ test results and records indefinitely.