

# Memo



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## ■ Campus Energy Management

Date / Time: March 28, 2019  
To: Campus Community  
CC: Energy Management File, EH&S File, F.O.S. File  
From: Matthew Brubaker  
Regarding: Indoor Air Quality

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Please refer to this website for general Indoor Air Quality (IAQ) Management process.  
<http://www2.cortland.edu/about/sustainability/operations/>

As mentioned in the referenced link, IAQ is monitored by the following entities working together: Facilities Operations and Services Customer Service, Environmental Health and Safety Office, Energy Management Office, and HVAC Department within Facilities Operations and Services. IAQ is monitored seasonally depending on occupancy and or building. The science facility has a full IAQ assessment completed annually by the EH&S office with appropriate follow up performed by HVAC and Energy Management personnel. Other buildings receive IAQ audits based on identified occupant need, seasonal variability, or specific audit request. Typically, other than the science facility, these other audits occur on a rotating basis. Anyone on campus is able to submit a specific request for an IAQ audit through the typical work order system or by contacting Customer Service.