

Indoor Air Quality Protocol

College employees occasionally ask EH&S to assess the quality of air in various areas. Employees also have the ability to contact the Facilities Customer Service Center through phone and an online problem reporting system. The college also regularly performs periodic maintenance inspections during the winter holiday and summer breaks.

The following outlines the typical response to indoor air-quality matters:

1. Respond to the area and meet the person reporting the indoor air-quality problem.
2. Advise that person's supervisor that a request has been made and how it will be handled.
3. Meet with the occupants in the area of concern and assess the extent of the issue via interviews and questionnaires.
4. With the assistance of the Office of Facilities, review the building's air-handling process and any other systems that might affect air quality.
5. Use air monitors and perform air sampling (if necessary) as indicated by interviews, questionnaires, and visual inspections.
6. Advise the supervisor in writing, with a copy of the letter to the employee, compiling all information acquired. Make recommendations for remediation if any is indicated.
7. Coordinate with other Ithaca College offices to facilitate corrective measures as necessary.