

STARS OP 3 Indoor Air Quality Management Protocol Description

Occasionally, College employees and students ask the HVAC department and the Environmental Health and Safety team to assess the quality of air in various areas. The following outlines the typical response to indoor air-quality concerns:

1. Appropriate staff will respond to the area and meet the person reporting the indoor air-quality problem.
2. Staff member will 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.
4. Review the building's air-handling process and any other systems that might affect air quality with appropriate personnel.
5. Use air monitors and perform air sampling (if necessary) as indicated by interviews and visual inspections.
6. Advise the supervisor in writing (email), with a copy of the email also sent to the employee (or student), compiling all information acquired. Make recommendations for remediation if any is indicated.
7. Coordinate with other offices/areas to facilitate corrective measures as necessary.