



# Indoor Air Quality (IAQ) Management Plan

Florida Institute of Technology (Florida Tech)

Environmental Health & Safety (EH&S)

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**REVISION HISTORY**

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Revision Number	Revision Date	Revised By	Description of Change
00	2019-11-12	Charles Cherrito	Initial plan creation and implementation.

## PURPOSE

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

All employees are required to follow the procedures outlined in this plan. Any deviations from this plan must be immediately brought to the attention of the EHS Office.

## SCOPE

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This plan applies to all buildings (owned and leased) by Florida Tech.

## RESPONSIBILITIES

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- ❖ **Management (Administration)**  
Responsible for providing the tools and resources necessary to implement this program.
- ❖ **Supervisors (Departments)**  
Responsible for addressing employee/occupant concerns and coordinating with EHS to mitigate air quality concerns.
- ❖ **Environmental Health & Safety (EHS) Office**  
Responsible for investigating air quality concerns, documenting all findings, and recommending solutions to rectifying IAQ issues. The EHS Office may, at times, assist in playing an active role in rectifying issues.
- ❖ **Employees/Occupants**  
Responsible for reporting any concerns (including spills) of air quality to area supervisors. They should also pay attention to actions that can impact air quality (e.g. smoking, bringing animals to the workplace (separate from service animals), using portable air cleaning devices, bringing plants into the work area, etc.). Additionally, disposing of waste promptly into the correct container is vital.

## PREVENTATIVE MAINTENANCE

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Preventive maintenance plays a major role in maintaining the quality of air by ensuring that the building systems are operating effectively and efficiently. The Florida Tech maintenance personnel should perform regular inspections/maintenance on the below to prevent IAQ issues.

- Air-Handlers
- Boilers
- Condensing Equipment
- Pre-Filters
- Coils
- Fans and Motors
- Diffusers and Grilles
- Chillers
- Humidifiers

Any issues identified during inspections or maintenance should be prioritized for rectifying. All remedial actions should also be recorded. Additionally, during times of renovation, construction, or repairs, an assessment should be performed to outline areas that may be problematic to air quality. It is at the beginning stages of major tasks when issues should be rectified.

## HOUSEKEEPING

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Housekeeping is an important element for maintaining quality indoor air. Housekeeping personnel should pay special attention to ensure the following:

- Outside entrance areas kept clean;
- Entrance mats are kept cleaned and dry, and are replaced as needed;
- Carpeted areas are vacuumed daily and deep-cleaned periodically;
- Hard-floor areas are damp mopped daily;
- Lint-free dust cloths should be used;
- Aerosol products will be used only on an as-needed basis;
- Cleaning products will be pH neutral if possible;
- All trash will be removed from the building daily;
- Restroom fixtures will be sanitized daily.

## **SYMPTOMS OF POOR IAQ**

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Employees should be able to recognize the symptoms that may be attributed to poor IAQ. Poor IAQ can cause acute and chronic health conditions. Identifying the root causes early is vital. It is common for people to report one or more of the following symptoms:

- Dryness and irritation of the eyes, nose, throat, and skin
- Headache
- Fatigue
- Shortness of breath
- Hypersensitivity and allergies
- Sinus congestion
- Coughing and sneezing
- Dizziness
- Nausea

People generally notice their symptoms after several hours at work and feel better after they have left the building or when they have been away from the building for a weekend or a vacation. Many of these symptoms may also be caused by other health conditions including common colds or the flu and are not necessarily due to poor IAQ, making identifying IAQ problems more difficult.

## **POOR IAQ SOURCES (POLLUTION)**

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There are many sources of indoor air pollution. These can include:

- Radon
- Pesticides
- Fuel-burning combustion appliances
- Tobacco products
- Deteriorated asbestos-containing insulation
- Newly installed flooring, upholstery or carpet
- Cabinetry or furniture made of certain pressed wood products
- Products for household cleaning and maintenance, personal care, or hobbies
- Central heating and cooling systems and humidification devices
- Excess moisture

Some sources, such as building materials, furnishings, and air fresheners, can release pollutants continuously. Other sources, related to activities like smoking, cleaning, or redecorating may release pollutants intermittently and can remain in the air for long periods after some activities.

## REPORTING IAQ CONCERNS

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It is the responsibility of all employees to notify their appropriate supervisor of any IAQ concerns. When making a report, they should denote as much detail as possible so that the individual investigating the concern can do so with accuracy and thoroughness. Although not exclusive, some examples of factors to denote are:

- Were there any abnormal activities going on at the time of concern?
- What are your symptoms or reason for concern?
- What were the environmental conditions (e.g. temperature/humidity/precipitation)?
- Where there any odors?
- Where there any unusual noises?

If the supervisor is not able to identify and the issue, they should contact the EHS Office so that a more in-depth investigation can be conducted.

## INVESTIGATING IAQ CONCERNS

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Upon being notified of an IAQ concern, the EHS Office will initiate an investigation. The investigation will begin with interviewing all parties involved in the initial report. If necessary, field tests will be performed that may involve the below samples but are not limited to:

- Humidity levels;
- Temperature;
- Moisture saturation;
- Air particulate count;
- Visual and odor observation;
- Other sampling as deemed necessary (e.g. mold sampling).

Upon the investigations' completion, the EHS Office will inform the reporting party as to the outcome of where they believe the issue has arisen from and any recommendations for remediation. The report will either be submitted in a formal document or informal notification (within the body of an email)—depending on the seriousness and complexity of the case. Each incident is taken on a case-by-case basis; however, all reported concerns will be documented in some fashion and retained for a minimum of 3 years, regardless of the intensity of the case.

## **TRAINING**

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All supervisors must make every effort to ensure their employees understand what IAQ is, what the signs of poor IAQ are, and how to report their concerns. They should be given a copy of this plan and the ability to take the Florida Tech's online IAQ Training. The records of all trainings should be retained by each department.

## **REFERENCES**

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OSHA Indoor Air Quality (IAQ)

<https://www.osha.gov/SLTC/indoorairquality/>