

Indoor Air Quality (IAQ) Plan

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REVISION HISTORY

Revision Number	Revision Date	Revised By	Description of Change
00	2019-11-12	Charles Cherrito	Initial plan creation and implementation.
01	2022-07-20	Charles Cherrito	Periodic review.
02	2023-09-13	Charles Cherrito	Periodic review. Added reference to mold remediation SOP.

PREVENTATIVE MAINTENANCE

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
- Full Building Humidifiers and Dehumidifiers

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

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

Employees may 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

POOR IAQ SOURCES

Per OSHA, the qualities of good IAQ should include comfortable temperature and humidity, adequate supply of fresh outdoor air, and control of pollutants from inside and outside of the building. There are many sources of indoor air pollution. These can include:

- Mold
- 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

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(s) 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)?
- Were there any odors?
- Were there any unusual noises?
- What is the concerns appearance/description?

INVESTIGATING IAQ CONCERNS

Upon being notified of an IAQ concern, an investigation will be initiated and may include representative from various departments (e.g., Facilities, Housing, etc.)

TRAINING

All supervisors must make every effort to ensure their employees understand what IAQ is, what the