

Agency Building Indoor Air Quality Initial Inspection Guidance

Evaluating Indoor Air Quality Problems

The purpose of this guidance document is to assist supervisors, Agency Tenant Coordinators (TC), and Agency Loss Prevention Coordinators (LPC) in responding to and resolving concerns that may be related to indoor air quality. The purpose of this initial investigation is to consider potential sources of indoor air contaminants which may be related to agency operations, as opposed to building operations which may be beyond the agency's control as a tenant.

Complaints of a suspect indoor air quality problem and information related to the initial investigation of those complaints should be documented. If the concern continues to exist after the initial investigation, a Work Order Request should be completed

Work Order Documentation (Copy and paste this section in the "Describe Your Issue" area of the [Work Order Request](#))

1. On what date did the problem begin?
2. Explain the type of complaint(s)?
3. How many employees are affected?
4. Have employees provided complaints in writing:
5. Who has been contacted for assistance:
6. Additional Comments:

Initial Inspection: Recognizing Air Quality Problems

The best approach for solving an alleged indoor air quality problem is for the supervisor (and Agency TC or Agency LPC) to perform an initial inspection of the area and correct each deficiency as it is discovered. A decrease in the number of reported health problems or symptoms will occur when the problem(s) have been solved.

Common problems that may be related to agency operations include:

Odors from food preparation areas or lunch rooms: Close doors, and restrict all food preparation activities to designated areas, ensure ventilation systems are inspected annually.

Uncontrolled or unventilated chemical processes: Management should review SDS to ensure products are safe for use indoor use and volatilizing compounds are properly vented.

Leaking chemicals in storage areas: Frequent safety inspections will identify these areas. Limit quantities of chemicals stored in occupied areas. Bulk storage of chemicals should not be in close proximity to office (work) areas.

Water: Leaks inside the building should be contained and immediately reported to facilities management. Safety inspections should note the presence of staining on ceilings, walls and floors. Report these conditions to facilities management immediately.

Cleaning products: Management should review SDS to ensure products are safe for use indoors and are properly stored.

Plants: The plants and their potting soils may result in mold growth. Limit or remove plants from the facility.

Personal items: Items that employees bring to into work (perfumes, deodorizers, etc.). Limit the use of these items indoors.

Smoke: Drifting smoke from uncontrolled designated smoking areas or on persons – The use of these items should not be permitted within 20 feet of the facility.

Dust: Dust around air supply or return vents may indicate the air filters are dusty and need replacing (verify filter maintenance schedule with the building owner or manager). Housekeeping may be poor. Dust on furnishings and carpeting may be circulating through the ventilation system. Dust might also be coming from construction and renovation. Proper containment of construction or renovation dust should be an item addressed in contracts.