WAKE FOREST
UNIVERSITY
HEALTH SCIENCES

INDOOR AIR QUALITY POLICY

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INDOOR AIR QUALITY POLICY

PREPARED BY:
Environmental Health and Safety

Effective: January 2003
Through: January 2007

1. POLICY

WFUHS strives to maintain indoor air quality standards that protect the health of faculty, patients, staff and students. This document establishes procedures for the maintenance of indoor air quality and guidelines for the investigation of related complaints.

2. PURPOSE

The overall purpose of these guidelines is to provide recommendations regarding Indoor Air Quality for all occupied WFUHS buildings.

3. SCOPE

These guidelines apply to all buildings owned or leased by WFUHS. Indoor Air Quality guidelines provide the following:

- Information for building managers and engineering staff on methods/procedures to be followed to assist in maintaining safe and healthful working environments for building occupants.
- Methods and procedures to be followed by professional staffs in their evaluations of Indoor Air Quality issues.
- Recommendations on Indoor Air Quality issues to be considered in new building design
- Heating, ventilating, and air-conditioning (HVAC) systems to be included in lease/purchase contract agreements.

4. INDOOR AIR QUALITY PROCESS

A. ROLES AND RESPONSIBILITIES

1. WFUHS Facilities Planning

Consideration shall be given to ensure that in owned or leased buildings:

- The HVAC system will provide adequate ventilation to meet recommendations in the latest ASHRAE standards.
- Materials used in construction, furniture, etc., have a minimum potential for causing an indoor air pollution problem (for example, review composition of

materials for toxic volatile components and use, where possible, and use those with the least potential for release of toxic air pollutants).

- Assure that leased buildings follow these guidelines, including ASHRAE standards and HVAC maintenance procedures in contractual agreements. Before signing a new building contract, a pre-lease evaluation should be performed. This same procedure should be followed before renewing existing building contracts.

- Renovation and/or construction activities should be scheduled during off-hours if economically and operationally feasible.

2. WFUHS Engineering

Consideration shall be given to ensure that in owned buildings

- The HVAC system will provide adequate ventilation to meet recommendations in the latest ASHRAE standards.

- Materials used in construction, furniture, etc., have a minimum potential for causing an indoor air pollution problem (for example, review composition of materials for toxic volatile components and use, where possible, and use those with the least potential for release of toxic air pollutants).

- Renovation and/or construction activities should be scheduled during off-hours if economically and operationally feasible.

3. WFUHS Environmental Health and Safety

- Conduct Indoor Air Quality Evaluations /Investigations of Indoor Air Quality complaints.

4. WFUBMC Employee Health Services

- Assist in the medical evaluation of individuals with indoor air quality complaints.

- Provide results of evaluation to EH&S Investigators.

5. WFUHS Supervisors

- Notify EH&S and/or WFUHS Engineering regarding Indoor Air Quality concerns using the web request found on the WFUHS IAQ page.

- Maintain communication with the Faculty, Staff and Students, EH&S and/or WFUHS Engineering until the concerns are resolved.

6. WFUHS Faculty, Staff, Students, and Other Building Occupants

- Notify supervisor of any Indoor Air Quality concerns

- Notify supervisor when there is a need to work off-hours (second and third tours/shifts and weekends) so that arrangements may be made to provide adequate ventilation (i.e. keep the ventilation system on).

B. AUTHORITY

	WFUHS Environmental Health And Safety Authority Statement
29 USC 654(a)	Duties of employers

C. WAKE FOREST UNIVERSITY HEALTH SCIENCES INDOOR AIR QUALITY STANDARDS

Appendices A and B of this document establish WFUHS Indoor Air Quality standards applicable to all listed WFUHS operations. Where an OSHA Standard or American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value are more protective of employee health they shall be used.

D. REPORTING RESULTS

An important task of an Indoor Air Quality investigator is to prepare a written report of the findings. Report the results to appropriate parties as soon as possible. Based upon the results of the Indoor Air Quality investigations, some recommendations for changes or improvements may be requested.

E. DOCUMENTATION OF INDOOR AIR QUALITY INVESTIGATIONS

- The final report shall include written narrative, air sampling results, conclusions, and recommendations, if necessary.

- Distribution of reports shall be directed to building operations management for rental space, WFUHS engineering personnel, employee health services, the supervisor of the faculty, staff or student, and the Director of EH&S.

- Follow-up: After a report is issued, a meeting should be conducted among WFUHS Engineering, EH&S personnel, and the supervisor to discuss necessary corrective actions.

F. REFERENCES AND RESOURCES

ANSI/ASHRAE 62-1989 – Ventilation for Acceptable Indoor Air Quality
AT&T Indoor Air Quality Guidelines
Occupational Safety and Health Act
EPA/400/1-91-003 Building Air Quality A Guide for Building Owners and Facility Managers

APPENDIX A WFUHS INDOOR AIR QUALITY STANDARDS

Indoor Air Pollutant	WFUHS Standard
Carbon Dioxide	1000 ppm
Carbon Monoxide	9.0 ppm
Formaldehyde	0.4 ppm
Particulates	75 ug/M^3
Temperature	See Appendix B
Humidity	See Appendix B

APPENDIX B WFUHS INDOOR TEMPERATURE/HUMIDITY STANDARDS

	OCCUPIED			**UNOCCUPIED**			
	Temperature Range		Humidity Range	Temperature Range		Humidity Range	
	Heating	Cooling	Year-Round	Heating	Cooling	Year-Round	Notes
Administrative	68-70	75-78	30-65	55-60	80-85	30-65	10
Laboratories	68-72	75-78	60-65	78-80	40-55	30-65	16