

# The Facts

## On Indoor Air Quality



# OCCUPATIONAL AND ENVIRONMENTAL SAFETY

Clemson University is committed to providing a work environment that is free of recognized hazards and maintains buildings to provide good indoor air quality. OES conducts investigation complaints that may be related to poor indoor air quality (IAQ). All faculty, students and staff can do their part in maintaining good air quality in offices, labs, shops and residence halls.

### Common Causes of Poor IAQ

- Not enough ventilation, lack of fresh outdoor air or contaminated air being brought into the building.
- Poor upkeep of ventilation, heating, and air conditioning systems.
- Poor cleanliness of space.
- Dampness and moisture damage due to leaks, spills, flooding, or high humidity.
- Indoor and outdoor sources of pollutants or odors.

### What I Can Do To Improve IAQ

- Keep your space clean and vacuum at least once a week.
- If there is a spill, clean it up immediately and make sure the area is dried completely.
- Communicate any leaks to Facilities immediately to reduce the chance of mold growth.
- Dispose of garbage promptly and properly.
- Check for mold/dust accumulation arounds vents.
- Ensure equipment in the space is used properly (e.g. adequate ventilation, use of approved materials, etc.).
- Run a dehumidifier if your space has high humidity.
- Try to keep your space clutter free. Clutter traps and holds dust.
- Do not block air vents or grilles.
- Avoid using products/cleaners that release harmful or bothersome odors or contaminants.
- Maintain the temperature of your space. Keep it at a comfortable temperature - not too hot or too cold.
- Store food properly.

### \*EMERGENCY SITUATIONS\*

- **Water Intrusion-** IMMEDIATELY report leaks or other water intrusion to Facilities. Include what you know (source, damaged materials, affected areas, etc.).
- **Sewage Backflows-** IMMEDIATELY report sewage backflows to Facilities and OES. Do **NOT** attempt to clean or remove affected materials.

### Remember The 3 C's

- **Cleaning**
  - Cleanliness in your space can assist in improving IAQ and promoting a living environment free of mold, pests, and insects.
- **Climate**
  - Controlling room climate is essential to the success of managing indoor air quality and comfort. Leave AC on when space is not occupied for an extended amount of time.
  - Follow Facilities guidance for proper temperature setting in your space
- **Communication**
  - Communicate any leaks or water intrusion to Facilities immediately.

### Do You Have an IAQ Problem?

- **For temperature, odor or smell complaints, suspected water leaks or visible mold:**
  - Report concern to Facilities through the work order system.
  - Facilities will respond within 24 hours of notification and refer the complaint to OES if they cannot remedy the problem.
  - OES will interview affected building occupants.
  - Complete a request for IAQ investigation and an Occupant Survey may be requested and submit the request form to OEShelp@clermson.edu
- **For IAQ complaints with no visible odors, leaks, or mold:**
  - Complete a request for IAQ investigation and submit the form to OEShelp@clermson.edu.
  - OES will interview building occupants and consult with the BSC and Facilities to determine a potential cause of the complaint.
  - OES will contact Facilities when necessary if issues with the HVAC or other building systems are identified during the investigation.

For a more detailed explanation of what happens when you report an IAQ issue visit the following link.

### Common Pollutants

- Volatile Organic Compounds -from cleaners or electronics
- Mold/Mildew
- Pollen/Dust
- Dander from Pet Fur