


PROCEDURE

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| Subject | Indoor Air Quality Management | Number: 6.01.05 |
| Source | Facilities Management | Reference (Rule #) 6HX14-6.01 |
| President's Approval/Date: |  8/29/17 | |

A. PURPOSE:

To establish a pro-active program for preventing indoor air quality (IAQ) problems, maintaining air quality, and quickly addressing air quality problems if they arise, with the overall goal to provide a safe, healthy and comfortable environment conducive to the learning needs of the students and the workplace needs of faculty, staff and college visitors. The IAQ Program impacts every aspect of construction and operations, including design and development of new facilities, or repairs, renovation, or remodeling of existing facilities, which includes the design of new or replacement HVAC mechanical systems.

1. Policies and Procedures are developed and maintained by the Manager of Operations & Environmental Health & Safety of the college.
2. Appropriate IAQ is essential to fulfill the college-wide SCF mission statement.
3. Appropriate IAQ is best achieved and maintained proactively, by preventing the conditions that allow air quality problems to develop.
4. The Manager of Operations & Environmental Health & Safety is responsible for developing procedures and maintaining the IAQ program, with the support of the Manager of Maintenance Operations.

B. BUILDING COMMISSIONING:

- a. Turnover of completed new buildings and major renovation and remodeling projects shall include testing and verification of air quality components. These components include:
 - (1) Test and balance of completed HVAC systems by a registered engineering firm;
 - (2) Review and acceptance of completed systems by SCF maintenance personnel; and
 - (3) Completion of owner training on new systems

C. BUILDING MAINTENANCE:

- a. The Preventive Maintenance Program for completed building systems includes procedures for air quality assurance.
- b. The building envelope of each facility shall be periodically inspected for signs of water leaks, moisture intrusion or uncontrolled air intrusion.

D. BUILDING OPERATIONS:

- a. Building operations procedures shall be periodically reviewed to ensure that IAQ goals are supported. Components include:
 - (1) Mechanical system control: correct operating hours and night and weekend setbacks to maintain acceptable relative humidity levels;
 - (2) Monitor outside air supply levels to ensure standards are met;
 - (3) At times of low campus utilization, e.g. weekend or summer classes, group uses in a limited number of buildings to achieve more effective temperature and humidity control.
 - (4) Ensure that academic areas using toxic or dangerous chemicals or substances use and store the materials correctly.
- b. Include Integrated Pest Management Program and Custodial Services.

E. IAQ PROBLEMS MAY BE REPORTED IN TWO WAYS:

- a. Conditions that may lead to air quality problems or nascent air quality conditions may be discovered through the Preventative Maintenance Program or custodial inspections:
 - If in-house staff may easily correct the condition, the reporter shall prepare a work order for processing under normal procedures.
 - If the condition needs to be corrected by an outside contractor or service, the work shall be contracted by the Manager of Operations & Environmental Health & Safety in consultation with the Manager of Maintenance Operations.
- b. The building user or staff may report an air quality problem:
 - The report shall be routed to the Manager of Operations & Environmental Health & Safety who will compile an initial report on the problem using a standard form.
 - Based on the initial report, corrections may be immediately instituted by Facilities personnel.
 - More complex corrections or remediation shall be contracted out to pre-approved licensed specialty contractors.
 - The Manager of Operations & Environmental Health & Safety shall monitor the improvements and regularly update the Manager of Maintenance Operations and VP, Finance and Administrative Services on the scope and progress of corrections.