

# INDOOR AIR QUALITY PROGRAM

This program reflects UNCW's recognition of the importance of providing an indoor air environment that is free of recognized hazards. It describes the university's commitment to a thorough and fair investigation of indoor air quality complaints, and technically sound remediation of recognized conditions.

## **APPLICATION, PURPOSE AND SCOPE:**

Implementation of this plan provides consistent reporting and evaluation of indoor air quality (IAQ) complaints; identifies departmental responsibilities; addresses remediation of recognized problems; and provides for periodic review of conditions. The program applies to all University of North Carolina at Wilmington (UNCW) facilities.

## **ROLES AND RESPONSIBILITIES:**

UNCW's integrated approach, involving Environmental Health & Safety (EH&S), Office of Facilities departments (Physical Plant, Design & Planning Services, Project Design & Management), the occupants of the building space in question, and senior management ensures that conditions will be evaluated consistently, responses will address immediate needs, and planning will consider long-term implications.

Building Occupants who have concerns about indoor air quality should specifically describe the problem to their immediate supervisor, Department Chair or Director. Students should report complaints to instructors or Housing and Residence Life Maintenance.

Supervisors and Department Chairs who receive IAQ complaints are then responsible for contacting Physical Plant or EH&S. If the problem appears to be related to ventilation system operation, then it is more appropriate to file a work order with Physical Plant. If the complaint suggests a potential contaminant or environmental hazard, contact EH&S. Occupants of leased buildings where maintenance is contracted outside of Physical Plant should contact EH&S directly with IAQ concerns.

Housing and Residence Life is responsible for the operation and maintenance of building systems in residence halls and, where needed, will contact EH&S to investigate IAQ concerns or request additional technical support from the Office of Facilities Departments.

Physical Plant is responsible for the operation and maintenance of building systems, particularly heating air conditioning and ventilation (HVAC) systems in all university-owned properties, and, will contact EH&S to investigate IAQ concerns. They are the primary database for complaints.

Facilities Planning & Design is responsible for implementing design standards for acceptable indoor air quality during building construction and renovation.

Project Facilities Planning & Design Management is responsible for emphasizing remediation of recognized IAQ issues in repairs and renovations and for conveying the potential for IAQ issues to designers of new construction. They are also responsible for securing outside contractors to perform engineering studies when issues exceed the capabilities of EH&S and Physical Plant.

EH&S is responsible for leading *Preliminary IAQ Investigations* and monitoring, and for recommending corrective actions. They are responsible for coordinating with any worker's compensation claims and monitoring regulatory and technical advancements in this IAQ. EH&S will work with Physical Plant to correct problems with building systems and may contract with private consultants for more detailed investigations. All sampling and health studies should be done under EH&S guidance.

Senior Management is responsible for recognizing the significant role of IAQ in repair, maintenance, design, and renovation decisions and for securing the technical, administrative, and financial resources necessary to address IAQ issues.

**PHASES OF AN INDOOR AIR QUALITY INVESTIGATION:**

Preliminary IAQ Investigations Once a complaint is received, EH&S and Physical Plant should cooperatively conduct a *Preliminary IAQ Investigation*. This investigation will include an inspection of the area and the HVAC system, as well as occupant interviews. This inspection may include measurement of temperature, relative humidity, and carbon dioxide; surveillance for possible contaminant sources; a review of maintenance records; and determination of room air changes.

Response A summary report of this investigation will be prepared by EH&S, reviewed by Physical Plant and submitted to the complainant and periodic updates as needed. The report will be issued to the appropriate department chair or director, or if in a residence hall, to Housing and Residence Life.

Remediation If the preliminary IAQ investigation indicates that subsequent investigations or remediation outside the scope of what Physical Plant can perform, EH&S will work with Physical Plant, Housing and Residence Life, and/or Project Design & Management to plan implementation of recommended corrective actions.

Evaluation In order to monitor the effectiveness of this program and identify trends, UNCW IAQ Program Participants should routinely meet to discuss the needs of the university community, trends, responses and remediation of recent complaints. They should also recommend design standards or other methods that can be used to prevent recurrence in other UNCW facilities.

At a minimum, UNCW IAQ Program Participants include shall be a representative from each of the following areas.

<b><u>Department</u></b>	<b><u>Phone Extension</u></b>
EH&S	3057
Physical Plant	3101
Housing & Residence Life	7032
Project Design Management	7968
Architectural & Construction Services	7450

**SUMMARY:**

By putting this process in place, UNCW will receive the complaints, respond to them, and address the causes through design, renovation and maintenance activities. This action will prevent recurrence of problems and maintain the health and well-being of the UNCW community.