UCCS SAFE OPERATING PROCEDURE
31. INDOOR AIR QUALITY

(For assistance, please contact Environmental Health & Safety)

Possible physical (personal) causes:
- Ergonomic stressors (i.e., improper work station design or use)
- Personal factors, such as stress at work or home, allergies, etc.
- Pet dander carried on clothing (self or other workers in the area)
- Crowded rooms
- Odors from perfumes or colognes

Possible building related (non-biological) causes:
- Dusts and odors (e.g. paint, tar, etc.) from construction or renovation projects
- Migration of odors or fumes from other work locations within the building
- Inadequate air circulation, temperature and humidity control, lighting or glare
- High concentration of office equipment (i.e., copiers, fax machines, printers, etc.) in small or poorly ventilated work areas
- Odors from cleaners or air fresheners
- Circulation of exterior vehicle exhaust through building openings
- Animal, bird or insect droppings or similar related problems
- Dry sewage drain traps causing sewer gasses to backup into occupied areas
- Noise and vibration
- Off-gassing from new furnishings, carpets, etc.

Possible biological causes:
- Mold growth indoors - usually preceded by a water-intrusion event (e.g., broken pipe, infiltration of rain or melting snow, sewer backup, etc.).
- Fungi - may cause or exacerbate allergy symptoms, especially for those with a history of allergies, immune-compromised individuals, infants, and elderly.

Reporting Problems
- Water intrusion events: IMMEDIATELY contact Facilities at 255-3313. To the extent known, include information on the source and approximate quantity, affected areas, water-damaged materials, and whether or not the source has been controlled.
- Sewage backflow events: IMMEDIATELY contact Facilities Management at 255-3313 (after hours: Police Dispatch at 255-3111). Do not attempt to clean or remove affected materials, allow Facilities to manage the response.
- IAQ problems without related health symptoms: Submit an on-line Work Request, or call Facilities Management at 255-3313 to report the problem.
- IAQ complaint with related health symptoms: contact EH&S at 255-3201 to report the problem.
- If health symptoms persist more than 72 hours: Contact Risk Management to file a Workers Compensation Claim.
IAQ Investigation and Remediation

- In general, investigation and remediation is a joint effort between Facilities Management, EH&S, and the person(s) reporting the problem.
- Normally an investigation will be conducted, which consists of occupant interviews, on-site physical inspection, and testing.
- Many IAQ problems can be remedied quickly, but in complex situations it may take more time to resolve.
- EH&S and Facilities will keep building occupants informed of progress in addressing the situation.

Avoiding IAQ Problems

- Do not block or shut vents or building returns.
- Observe the UCCS Smoking policy that prohibits smoking inside buildings; smokers should remain at least 10 feet from any building opening or entrance.
- Do not dispose of food waste or food wrappers in your work area. Dispose of contaminated waste in receptacles that are emptied daily.
- Do not over-water plants. Remove dead leaves and break up dirt around the plant to avoid mold growth.
- Clean up water spills immediately.
- Minimize accumulations of paper, cardboard, etc.
- Avoid concentrating electronic office equipment within offices or other small or unventilated locations.
- Report rodent or insect problems to Facilities Management.
- Allow new furnishings to off-gas before placing them in your work area.

Last reviewed by Cynthia Norton on December 15, 2015.