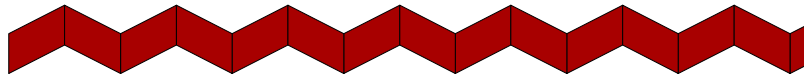




# INDOOR AIR QUALITY



## Safety and Security Fact Sheet

**Building occupants very often have some control over their own air quality. Complaints of discomfort can sometimes be resolved quickly by taking simple, common sense steps.**

- ✓ **INCREASE FRESH AIR FLOW**  
Lack of fresh air is very often the culprit. Open a window to see if it helps. Operate the mechanical ventilation equipment the way it was intended. Teachers who turn their ventilators on and off to control temperature may be stifling their only source of fresh air. Check to be sure that the ventilation system fresh air intakes are open.
- ✓ **LOOK FOR OBVIOUS SOURCES OF AIR CONTAMINANTS**  
Discourage non-routine activities as scenery or poster painting or cooking that create strong odors unless additional ventilation is provided. Do not allow the use of chemical based air fresheners (sprays and/or plug-in types). These air fresheners add volatile organic compounds (VOC) to the school environment. If air fresheners are used to mask an odor problem, have the odor investigated (see below contact information). Be conscious of how these activities/products might affect others in the building.
- ✓ **KEEP THE BUILDING CLEAN**  
Dust and vacuum regularly using a clean bag, filter, and HEPA pre-filter. Rinse mops and allow to air dry after use. (A damp, sour mop can have a very unappealing odor). Use only standard cleaning agents. Pour clean water into unused drains, especially condensation and floor drains to prevent sewer gas from entering building.
- ✓ **CONSIDER THE SUBSTITUTION OF CHEMICAL MATERIALS AND SUPPLIES**  
These may be the sources of air contamination. Read the product labels carefully. Some dry erase markers may contain neurotoxins and ought not to be used. Many manufacturers are recognizing the problems certain ingredients are creating and are offering reformulated products.
- ✓ **RECOGNIZE THAT DISCOMFORT IS LIKELY CAUSED BY A MECHANICAL PROBLEM**  
Temperature extremes or lack of air movement may be caused by control failures or equipment malfunctions but not necessarily an indication of poor air quality. Understand that the actual problem may be simple dissatisfaction. Some people prefer air blowing in their face, some don't. Some like it hot and some like it cold.

**If you need assistance, call the Safety and Health Section at 571-423-2010.  
For control and equipment malfunctions, call 703-764-2415.  
For general Indoor Air Quality (stiffness and circulation), call 703-246-3632.  
For mold/mildew concerns and odors, call 703-764-2423.**