

# 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.