Indoor Air Quality

Keene State College Policies and Procedures

Indoor Air Quality

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General

Keene State College is committed to maintaining a safe and healthful work environment for its employees, students, and visitors. Good indoor air quality promotes a favorable learning environment for both students and faculty and a productive work environment for employees.

Ideal indoor air quality is a balancing act between trying to contain rising energy costs by designing and installing energy efficient buildings, and providing sufficient ventilation for comfort and a healthy environment. A variety of airborne contaminants such as paints, tobacco smoke, dust, mold and other materials, can negatively impact indoor air quality. It is important that proper maintenance procedures are performed on Heating Ventilation and Air Conditioning equipment.

Keene State College through the Offices of the Physical Plant and Environmental Health and Safety ensure that building HVAC equipment is properly maintained and response is prompt to indoor air quality complaints to ensure there are no negative health effects for building occupants. A properly designed HVAC system controls temperature and humidity to provide thermal comfort, distribute adequate outdoor ventilation air, and removes odors and other contaminants as needed.

Procedure to Handle Indoor Air Quality Complaints

1. Concerns or complaints regarding comfort (room is too hot or too cold, stuffy, unusual sudden odors) should be directed to the Physical Plant Maintenance Desk at ext 8 2202.

2. Long term indoor air problems, or concerns about chemical odors, mold, asbestos, lead or any contaminants that could threaten health or safety, should be directed to the EHS Coordinator at ext 8 2879.
3. The EHS Coordinator will document the complaint and conduct an initial investigation of the Indoor Air Quality Problem. This will involve interviewing the person with the concern for information regarding the timing, location and frequency of the problem, and discussion of any symptoms.
4. The investigation may entail an evaluation of the actual indoor air quality by testing for various parameters, such as carbon dioxide concentration. In addition, an evaluation for potential sources of contamination such as standing water or chemical spills will be conducted.
5. The results will be documented and communicated with the person originating the concern. In the event of a more complex problem, an outside professional firm may be contacted to conduct the investigation.