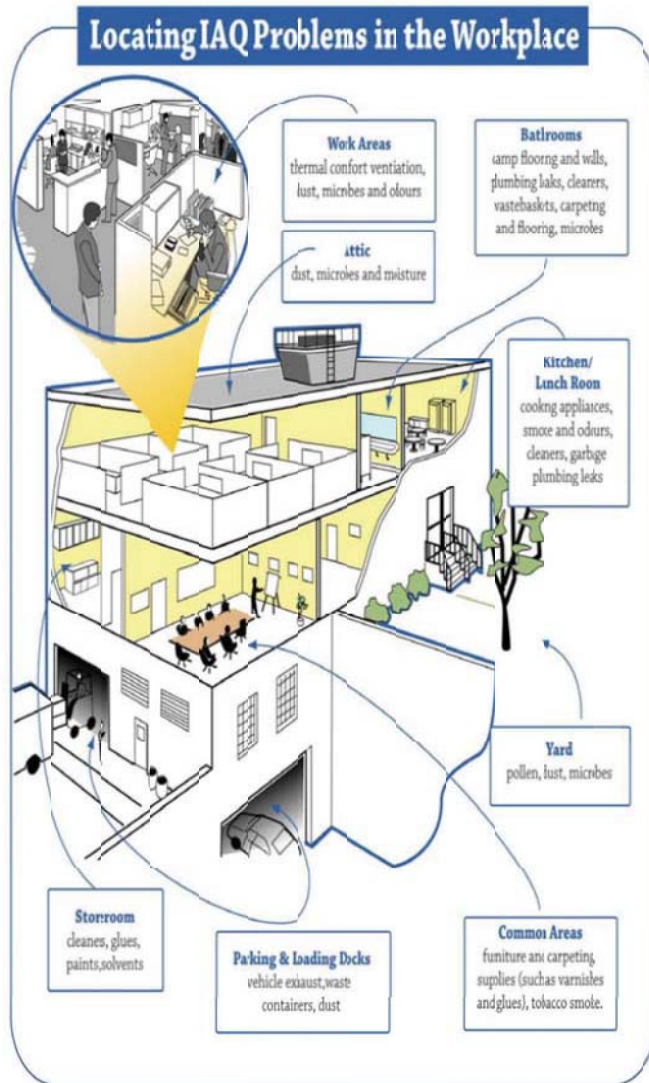


Introduction

In recent years, the number of indoor air quality concerns that have been expressed to the Labour Department has increased significantly. Employers and employees alike are actively researching the causes of poor indoor air quality and associated measures of mitigation. The checklist and tips provided in this booklet seek to enable members of management and staff to assess and amend basic factors that contribute to the quality of the air in the indoor environment.



Source: Indoor Air Quality Toolkit, Government of Alberta, Employment and Immigration.

Simple Indoor Air Quality Tips

- Discuss with the air conditioning service provider the adequacy of the system (temperature, air exchanges, relative humidity) based on occupant levels and processes conducted in the space.
- Discuss with your air conditioning service provider the frequency with which your system should be serviced and maintained.
- Conduct a thorough industrial cleaning of the workplace, inclusive of all soft furnishings, books, files, etc. at least annually.
- A thorough industrial cleaning should also be done of all books, files and furniture prior to the occupation of new offices.
- If the space is air conditioned, ensure that all external windows and doors are tightly sealed and kept, for the most part, closed.
- Discourage occupants from using aerosols and strong scented cosmetics during work hours.
- Store chemicals appropriately and according to the manufacturer's recommendations. In addition, ensure that all containers are properly sealed and labelled.

Ventilation		
		Comments
<input type="checkbox"/>	Is the temperature even throughout the office?	
<input type="checkbox"/>	Is the makeup air vent located near any pollutant sources? (garbage, parking lot, high vehicular traffic)	
<input type="checkbox"/>	Are the ventilation systems cleaned and serviced regularly? (Inclusive of filters, ducts or plenum)	
Occupant Behaviour		
<input type="checkbox"/>	Do occupants use aerosols while in the office? (E.g. insecticides, deodorizers)	
<input type="checkbox"/>	Do occupants use strong personal care items in the office? (perfumes, lotions)	

Housekeeping

<input type="checkbox"/>	Is industrial cleaning regularly conducted (inclusive of books, files, etc.)?	
<input type="checkbox"/>	Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants?	
<input type="checkbox"/>	Are carpets and other soft furnishings (partitions, chairs, curtains) regularly steam cleaned?	
<input type="checkbox"/>	Is there any evidence of moisture?	
<input type="checkbox"/>	Is there any evidence of mould-growth (e.g. on walls, ceiling tiles, carpets)?	
<input type="checkbox"/>	Have there been any changes in activities in the building or area (new furniture or carpeting, renovations, painting, pesticide treatments)?	
<input type="checkbox"/>	Are items being stored in the plant room?	
<input type="checkbox"/>	Are chemicals properly sealed and stored?	

- Conduct frequent inspections of the workplace to facilitate early identification of any factors that may contribute to poor indoor air quality (e.g. leaks).
- Promptly repair any leaks and remove any water damaged materials from the environment.
- Renovation works (demolition, construction, painting, etc.) should be done, as much as possible, outside of work hours. All efforts should be taken to separate the occupied space from the space under renovations.
- Newly constructed buildings and/or renovated spaces should be thoroughly cleaned prior to occupation by staff. Special attention should be paid to ducts and ceiling spaces in new buildings.
- Sufficient time should be allowed for adequate venting of the workplace after activities such as painting, industrial cleanings and the application of pesticides.
- Significant emission sources, such as large copy machines, should be separated from occupied spaces and air intakes.
- Maintain mechanical equipment and building surfaces in sanitary condition.
- Encourage occupants to maintain their workstations and surroundings in a sanitary condition.

- Maintain office plants properly.
- Store food properly.
- Dispose of garbage promptly and properly.
- Do not store items in the air conditioning plant room.
- Review the MSDS for all chemicals to be used in the office and where practical, use safer alternatives.
- Keep a maintenance log which indicates what work was done, where it was done, what chemicals were used and the dates on which material alterations were made.
- Maintain a complaints log which includes information on the symptoms experienced by occupants, the location in the building and times when the individuals experience problems.

Indoor Air Quality Checklist

Symptoms Experienced		
Indicate symptoms commonly experienced:		
<input type="radio"/> Sneezing	<input type="radio"/> Headache	<input type="radio"/> Coughing
<input type="radio"/> Fatigue	<input type="radio"/> Hypersensitivity and Allergies	
<input type="radio"/> Sinus Congestion	<input type="radio"/> Shortness of Breath	
<input type="radio"/> Dizziness and/or Nausea		
<input type="radio"/> Dryness and irritation of the eyes, nose, throat, and/or skin		
Other: _____		
		Comments
<input type="checkbox"/>	At what time of day do symptoms generally occur?	
<input type="checkbox"/>	Are symptoms experienced in a confined area or throughout the building?	
<input type="checkbox"/>	How long have the symptoms been experienced?	
<input type="checkbox"/>	Are unusual odours detected?	
<input type="checkbox"/>	Are symptoms alleviated on leaving the building/area?	