

Indoor Air Quality (IAQ)

Guideline & Procedure

University Facilities (UF)
Internal Guideline: 04.E.01.01
Effective Date: January 2019
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Approved by: Todd Barnette

This document establishes official Guideline for reporting and evaluating IAQ

Guiding Principle

Clemson University strives to provide a clean, safe, and healthy work environment for all the Faculty, Staff, Students, and Guests.

Using monitoring and analytical methods to detect and evaluate the extent of exposure, Environmental Safety then designs engineering controls, work practice controls, or other methods to control potential health hazards to faculty, staff, students, visitors, and the community at large.

Process

Requesting an IAQ review

If there is a concern over the IAQ contact Facilities Dispatch at 864.656.2186 or visit <https://cufacilities.sites.clemson.edu/> and enter a Service Request.

Facilities will respond as follows:

1. Environmental Safety will be notified.
2. A third-party testing agency will be notified and an inspection / sampling will be scheduled.
3. Environmental Safety will coordinate with the Facilities IAQ Response Team and visit the site within one business day.

4. A tentative action plan will be established. If issues are identified work will begin.
5. Any necessary additional remediation will begin after the third-part testing has been done.
6. As soon as the report is complete it will be provided to the occupant / requester. This could take up to 30 days.

IAQ Team Members

Dept.	Primary	Back-up
ES	Robin Newberry	Lara Armstrong
Zone	Herb/Mac	Mac/Herb
HVAC	Shawn Duncan	Joe Deshon
Custodial	David Johnson	
Customer Service	Chris Miller	

A member of the IAQ team will be available to attend the monthly meeting of the Department Heads (PRTM) when requested.

Common Remediations

Most IAQ issues can be remedied with simple maintenance. Good cleaning, adjusting temperature, reducing humidity, removing excess water, increasing air flow, and other simple methods can be used to improve IAQ. The Facilities IAQ team will prescribe and implement appropriate solutions.

In situations where extensive measures are required, temporary relocation of occupants may be considered.

Additional Notes

Anytime action is taken to address potential IAQ issues, the responding person will take before and after pictures and include them in the documentation. If humidity and/or temperature reports are available, they will also be included in the Work Order documentation.

Documentation

All documents involving IAQ testing can be viewed by Clemson University faculty, staff, and students at <https://cufacilities.sites.clemson.edu/envsafety/iaqDocs/>.

Resolution

If, after testing or remediation, the IAQ team cannot find a cause of the irritant affecting the space occupant, Human Resources and Access and Equity will be advised by the Environmental Safety representative and they will look for alternative solutions.

Process Flow Chart

