

Indoor Air Quality Program



Prairie View A&M University

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Indoor Air Quality Program

This notice is to inform employees that our agency complies with the IAQ Standard. We recognize that good indoor air quality is essential to employees, student's health and productivity. We have established the following policies to promote good indoor air quality for employees and students in our buildings. These policies follow the requirements established by the IAQ Standard as it applies to our buildings. This Written Indoor Air Quality Program applies to the following buildings/locations:

Prairie View A&M University

700 University Drive,

Prairie View, Texas 77446

Prairie View A&M University Northwest Houston Center

9449 Grant Rd.

Houston, TX 77070

Prairie View A&M University College of Nursing

6436 Fannin Street

Houston, TX 77030

As required by the Texas Indoor Air Quality Standard, a person or department that has been designated as responsible for PVAMU Campuses compliance with the standard. This departments are Campus Planning (CampusPlanning@pvamu.edu) and Risk Management and Safety (RMS@pvamu.edu)

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The designated persons have been trained and given the responsibility by Prairie View University to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated persons are also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and updates the written program annually.

Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. A copy of the preventive maintenance schedule will be attached. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Recordkeeping Documentation of preventive maintenance and repairs to the ventilation system are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
 - o Checking and/or changing air filters
 - o Checking and/or changing belts Lubrication of equipment parts
 - o Checking the functioning of motors, Confirming that equipment is in operating order.
 - o Checking for microbial growth in condensate pans or standing water
 - o Documentation of preventive maintenance and work orders for repairs are maintained by the HVAC Supervisor.

Indoor Air Quality Compliance Documents will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person and will be available during an inspection. These documents include:

1. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. Operator training materials

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Investigating Complaints

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the Designated Departments so that their concerns can be investigated. The designated persons within the departments has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the designated persons within the departments.

Responding to Signed Employee Complaints

If we receive a written notification from that a signed employee complaint has been filed, and we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response within fifteen (15) working days of receipt. Copies of all responses will be maintained by the designated persons within the departments.

Notification of Employees

The designated persons within the departments will notify employees at least 24 hours in advance or promptly in any emergency situations of work to be performed on a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information on how to access Safety Data Sheets (SDS) or other hazard information. The designated persons within the departments will maintain records of this notification for compliance recordkeeping purposes.

Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the designated persons within the departments immediately if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the designated persons within the departments.

Controlling Air Contaminants Outside air

The designated persons within the departments will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the designated persons within the departments will eliminate the contaminant source or make arrangements to relocate the intake.

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Point Source Contaminants

The designated persons within the departments will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

Response to Temperature and Carbon Dioxide Temperature

Where a mechanical ventilation system capable of regulating temperature is present, facilities personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the designated persons within the departments should be contacted. The designated persons within the departments will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the designated persons within the departments should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO₂) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the designated persons within the departments will conduct an inspection to ensure that the mechanical HVAC system is operating properly.

Maintaining Indoor Air Quality during Renovation and Construction Projects

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. The designated persons within the departments will utilize the following protocol to assure that employees' or students exposure to potentially harmful substances is minimized:

1. Obtain SDS for all products to be utilized on the project and maintain on-site throughout the duration of the project.
2. Choose the least toxic product that is EPA approved, technically and economically feasible.
3. Consider performing the renovation/construction project when building is least occupied.
4. Consider temporarily relocating employees to an alternate worksite.
5. Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.

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6. Isolate the work area from occupied areas.
7. Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The designated persons within the departments will maintain records of this evaluation for compliance recordkeeping purposes. Management and the designated persons within the departments will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project. Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building. Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area. If work is being performed by an outside contractor, the designated persons within the departments will maintain communication with contractor personnel to ensure they comply with the requirements of the IAQ standard. Employees or students who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If despite these preventive actions, employees or students are exposed to air contaminants resulting in health effects, employees, students, will be instructed to report any health symptoms to proper person (e.g., the human resources designated person) so that they can be accurately be assessed and investigated when indicated. All exposures should also be reported to the designated persons.

Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the designated persons within the departments will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

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Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, and visible mold) they should notify the designated persons within the departments, of the situation so that it can be addressed promptly. Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

Periodic Review and Update

The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information.