Radford University
Indoor Air Quality Management Plan
Spring 2015

Introduction
Concerns with Indoor Air Quality (IAQ) have increased since energy conservation measures were
instituted in office buildings during the 1970s, minimizing the infiltration of outside air and contributing

ͻKƚŚĞƌĐŽŶĚŝƚŝŽŶƐƚŚĂƚĐŽƵůĚŝŵpact IAQ, especially risk factors that need regular inspection to prevent
IAQ problems from occurring (e.g., drain pans that do not fully drain).
The condition and operations of the HVAC system are inspected, including: Components that need to be
repaired, adjusted, cleaned, or replaced have been, and work orders prepared.
Actual control settings and operating schedules for each air handling unit have been recorded and filed,
and checked against the design intent. Areas with significant sources of contaminants (e.g., copy rooms,
food service areas, and printing/photographic areas) are provided with adequate exhaust. Other sources

Unscheduled maintenance events (e.g., equipment failure) will be communicated to building staff. They
include:
ͻhŶŝǀĞƌƐŝƚǇƉĞƌƐŽŶŶĞůŝŵŵĞĚŝĂƚĞůǇmay contact Facilities Maintenance to inform that a maintenance
event has occurred.
ͻIf applicable, EHS ensures that notification to occupants is provided in a timely manner, addressing
how IAQ is being protected.
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ͻFacilities Maintenance or EHS then informs occupants that corrective actions have been completed.

Housekeeping
All housekeeping equipment and products used in the building are in compliance with GS-42 Green Seal
Standards. Additionally, housekeeping maintains an inventory of all chemicals used, and keeps EHS
updated on the inventory. The products used at Radford University that may produce strong odors, are
potential irritants, or may have other IAQ impacts have been determined, and, where possible, have
been replaced by products without such impacts.
Radford University has procedures that detail proper use, storage, and purchase of cleaning materials;
these are updated as needed.
The housekeeping staff is trained about the IAQ implications, appropriate use, and application of the
following to improve IAQ:
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Management of Processes with Potentially Significant Pollutant Sources
Purchasing Practices
When new products are purchased, information on potential indoor air contaminant emissions is
reviewed using the Safety Data Sheet of the product by EHS. [Note: Emission information may not be
readily available for many products; however information that is available is collected.] When the
services of architects, engineers, contractors, or other professionals are used, IAQ concerns, such as
special exhaust needs, are discussed.
Remodeling and Renovation
Procedures to minimize the generation and migration of contaminants or odors to occupied areas of the
building are used and required of contractors. The procedures used at Radford University are:

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ͻdŚĞĐĂƉĂďŝůŝƚǇŽĨŝŶ-house staff to respond to complaints is assessed.
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Feedback is provided in a timely manner to the complainant.
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ͻZĞŵĞĚŝĂůĂĐƚŝŽŶƐĂƌĞĨŽůůŽǁĞĚ-up to determine if the action has been effective.
ͻƵŝůĚŝŶŐƐƚĂĨĨŚĂǀĞďĞĞŶŝŶĨŽƌŵĞĚŽĨƚŚĞƐĞƉƌŽĐĞĚƵƌĞƐ͘