# Spokane Colleges Administrative Procedure
# 2.30.05-AF Indoor Air Quality Management Plan

**Implementing Board Policy 2.30.05**
**Contact: Environmental Health & Safety, 533-8686, 533-8850**

## 1.0 Purpose

Spokane Colleges is committed to the health and safety of its faculty and staff by maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards and with any special safety concerns identified at the unit level. The purpose of this Indoor Air Quality (IAQ) Management Plan is to establish a framework for preventing, identifying, evaluating, and addressing indoor air quality concerns, and to promote conditions that support the health, comfort, and productivity of all building occupants.

## 2.0 Scope

This Indoor Air Quality (IAQ) Management Plan applies to all Spokane Colleges programs, departments, facilities, students, faculty, staff, and building occupants. It provides a framework for maintaining a safe, healthy, and comfortable indoor environment across the institution. The plan focuses on reducing indoor air contaminants through preventive practices and good housekeeping. It also ensures that IAQ concerns are addressed promptly and effectively, with clear communication to affected individuals regarding the status and resolution of issues.

## 3.0 Responsibilities

### 3.1 Employees and Faculty

3.1.1 Employees and faculty are expected to support good indoor air quality practices by not obstructing or interfering with ventilation systems.

This includes keeping vents and air returns clear of materials such as books, furniture, and posters, and avoiding shutting off fans or equipment that may impact airflow.

### 3.2 Supervisors

3.2.1 Identify potential indoor air quality concerns in their areas, including classrooms, labs, storage areas, breakrooms, and offices.

3.2.2 Report any IAQ concerns to Environmental Health & Safety (EH&S) and Facilities through available communication methods, with a preference for submitting a work order whenever possible.

### 3.3 Environmental Health & Safety (EH&S) Office

3.3.1 Develop, update, and communicate the IAQ Management Plan.

3.3.2 Serve as the primary point of contact for IAQ concerns and coordinate response efforts.

3.3.3 Manage IAQ-related activities, including investigations, building evaluations, assessments, and plan updates.

3.3.4 Coordinate with internal teams or external resources as needed to address IAQ issues.

3.3.5 Conduct or coordinate monitoring of IAQ parameters, as appropriate.

### 3.4 Facilities / Maintenance

3.4.1 Inspect, operate, and maintain HVAC systems to ensure proper performance.

3.4.2 Adjust the HVAC system to improve airflow whenever possible.

3.4.3 Maintain building systems and ensure the areas are kept clean and in good condition. Assist the EH&S office during the IAQ assessment.

3.4.4 During routine maintenance or repairs, avoid using chemical sprays, solvents, or any activities that may generate dust, particulates, fumes, or chemical vapors near building air intakes. Perform such work away from intakes, or temporarily close or protect the intakes to prevent contaminants from entering the building.

3.5 Capital Projects & Contractors

3.5.1 Contractors working near building air intakes shall avoid using chemical sprays, solvents, or any materials or processes that may produce dust, particulates, or fumes. Such activities should be conducted away from air intakes to prevent contaminants from entering the building.

3.5.2 When necessary, air intakes should be temporarily closed or otherwise protected during these activities.

3.5.3 Building occupants should be notified in advance of upcoming projects, including any potential indoor air quality impacts.

3.5.4 Whenever feasible, contractors should schedule work during off-hours or weekends to minimize occupant exposure and disruption.

3.6 Human Resources (HR) Office

3.6.1 Assist the EH&S Office in addressing indoor air quality (IAQ) concerns, with particular attention to sensitive individuals, including those with weakened immune systems or pre-existing health conditions.

3.6.2 Oversee and address employee requests for reasonable accommodations in compliance with applicable legal and organizational requirements.

## 4.0 Procedures for Responding to IAQ Complaints

IAQ concerns should be reported through the Facilities work order system. However, if individuals experience persistent symptoms or require reasonable accommodations, concerns should be directed to Human Resources or reported directly to the EH&S Office.

Depending on the nature of the concern, the EH&S Office may:

- Gather background information
- Interview affected occupants and others in the area
- Conduct walk-through and visual inspections
- Investigate the building surroundings and nearby interior spaces
- Coordinate with Facilities to inspect HVAC systems
- Complete the IAQ Assessment checklist for the areas of concern
- Conducting initial air monitoring (e.g., temperature, humidity, $CO_2$, CO)
- Conduct additional monitoring (e.g., VOCs, bioaerosols, PM2.5/PM10) if needed.
- If the problem cannot be identified or persists, the EH&S office may engage a qualified third-party contractor for further evaluation.
- Because HVAC systems and building ventilation are critical to maintaining indoor air quality, Facilities/HVAC may collaborate with EH&S throughout this process.

## 5.0 Communication

The EH&S Office, in coordination with Facilities, will communicate with impacted departments and programs in a timely and consistent manner until the issue is resolved.

Once a concern has been addressed, EH&S will provide updates outlining the actions taken and final resolution. Building administrators or department deans will share this information with affected occupants, as appropriate, to ensure they are informed of the outcome.

## 6.0 Pets and Other Animals (WAC 132Q-94-125)

For reasons of health, sanitation, and safety, no person shall be permitted to bring or leave any dog, cat, or any other pet or animal in any college building, nor leave such pet or animal unattended on any district property. This section does not apply to persons with a disability who require the services and assistance of a guide dog and/or trained service animal as defined by Board Policy 2.30.01- E Service Animals and Employees, Contractors, Visitors and Guests.

## 7.0 Housekeeping and Dust Control

Since dust is one of the most common contributors to indoor air quality (IAQ) contamination, all programs and departments are responsible for maintaining good housekeeping practices within their assigned areas to help minimize dust accumulation and support indoor air quality. This includes regular surface cleaning of program equipment, proper storage of materials, and minimizing clutter that can collect dust.

The Facilities department will support these efforts by providing routine cleaning services, including vacuuming carpets with high-efficiency (HEPA-filtered) equipment and periodic deep cleaning. Carpets and upholstered materials will be maintained to prevent the buildup of dust, allergens, and other contaminants.

In areas with high dust generation or sensitive populations, additional controls or cleaning measures may be implemented as needed.

## 8.0 Preventive Maintenance and HVAC Operations

The Facilities/HVAC department will perform routine preventive and corrective maintenance to support and maintain good indoor air quality.

This includes regular inspection, servicing, and repair of HVAC systems; timely replacement of filters; and ensuring proper operation of ventilation, heating, and cooling components. Maintenance activities will follow established schedules, manufacturer recommendations, and applicable standards.

The Facilities/HVAC team will also respond to unscheduled maintenance needs, including system malfunctions or conditions that may impact indoor air quality. Adjustments to HVAC operation (e.g., ventilation rates, temperature, and humidity control) may be made as needed to address occupant comfort and IAQ concerns.

**Note:** For the leased buildings, depending on their contracts, this can be arranged in coordination with the property owner.

## 9.0 Water Damage and Other Urgent Situations

In the event of water damage, depending on its severity, building administrators, deans, and supervisors should provide alternative options for employees in affected areas, especially those with higher sensitivities. These options may include relocating to a different workspace or classroom, or working remotely from home until the issue is fully resolved.

Water damage can lead to off gassing from flooring materials and can also affect insulation, drywall, and structural components. As these materials deteriorate, dust and other particles may

be released into the air, potentially creating health concerns. In many cases, it may take several days or longer for conditions to return to normal.

## 10.0 Respond to an odor due to a chemical spill or gas leak

Please refer to the Emergency Immediate Actions Guide, Chemical Spill (the flipchart you can find in each room).

## 11.0 Plan review and update

This plan will be reviewed annually or after any significant changes, and updates will be communicated to all faculty and staff.

## 12.0 Related Information

12.1 Spokane Colleges Wildfire Smoke Response Plan

12.2 CDC NIOSH Mold

12.3 EPA Indoor Air Quality Tools for Schools Action Kit

12.4 EPA Guide to Implementing an IQA Program

12.5 EPA Mold Remediation in Schools and Commercial Buildings Guide

12.6 NIH Sick Building Syndrome

12.7 OSHA Indoor Air Quality in Commercial and Institutional Buildings

12.8 OSHA Indoor Air Quality

12.9 WA DOH School Indoor Air Quality Best Management Practices Manual

12.10 WA L&I DOSH Directive, Indoor Air Quality

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