I. Purpose:

1.1 This policy is designed to provide Villanova University employees a workplace free of recognized Indoor Environmental Quality hazards.

1.2 This policy applies to Villanova University faculty, students and staff.

II. Definitions:

2.1 Indoor Environmental Quality (IEQ) hazard is a building condition that has potential to adversely impact the health of building occupants. It includes exposures to chemicals, biological agents and physical conditions that may cause irritation, illness or exacerbate existing health conditions. IEQ does not include thermal comfort unless conditions place occupants at risk from heat or cold stress. IEQ also does not include the presence of occasional odors.

2.2 Indoor Environmental Quality (IEQ) Response Events are situations that can result in the development of an IEQ hazard and require prompt correction by Facilities and notification of Environmental Health and Safety. IEQ response events include large (>15 gallons) water releases from any source (potable, sewage, roof leak, equipment release); significant water retention outside the drain pan in air handlers; retention of water, leaves or other debris at outside air intakes; the use of volatile or hazardous materials in the renovation or maintenance of a building.

III. Roles and Responsibilities:

3.1 Department administrators must notify EH&S in the event of an IEQ response event or if building occupants express concerns regarding suspected IEQ hazards.

3.2 Facilities Services staff (both management and mechanics) are responsible to ensure that routine maintenance is performed in buildings so that the decreased performance of building systems or lack of repairs do not adversely impact IEQ. They must also notify EH&S of IEQ Response Events and respond appropriately to correct them. EH&S also must be notified if building occupants express concerns regarding suspected IEQ hazards.
3.3 Project Management staff are responsible for ensuring that new construction and renovation are designed and completed such that building mechanical systems are adequate to provide acceptable IEQ. They also must make certain that renovation in occupied buildings is performed in a manner that does not adversely impact IEQ. They must notify EH&S of IEQ Response Events that occur during construction.

3.4 All University personnel involved in leasing space are responsible to see that lease contracts explicitly require the lessee to provide leased space that is free of recognized IEQ hazards and to notify EH&S of IEQ Response Events. Lease contracts shall also include a release clause allowing the University to break leases where recognized IEQ hazards are documented and not corrected within 60 days.

3.5 EH&S staff is responsible for evaluating complaints and performing investigations as deemed appropriate.

3.6 WorkNet Occupational Medicine is responsible for evaluating employees who believe that IEQ has affected their health.

IV. Procedures

4.1 IEQ concerns should be reported to EH&S at 610-519-6895/610-519-3801 or by completing a FMO work request, which can be found at the following website: http://www1.villanova.edu/villanova/fmo.html

4.2 EH&S staff will investigate complaints, provide recommendation to Facilities Management Office for corrective action and keep concerned building occupants informed regarding findings.

V. Key References

A Guide to Indoor Environmental Quality, EPA
Various publications from AIHA’s Indoor Environmental Quality Committee
ASHRAE Standard 62, Ventilation for Acceptable Air Quality
IICRC S500 Standard and Reference Guide for Professional Water Damage Restoration
Bioaerosol Assessment and Control, ACGIH