



INDOOR AIR QUALITY

Region 8 Sustainability & Environmental Management System

1.0 Purpose & Scope

The purpose of the GSA Indoor Air Quality Program is to ensure the air quality inside of our buildings is similar to the quality outdoors. The program will ensure compliance with Federal, State, local and GSA requirements.

2.0 Activities & Departments Affected

This procedure affects all GSA building and property managers at GSA facilities in Region 8.

3.0 Exclusions

Buildings that have no occupants are excluded from this program.

4.0 Forms Used & Permits Required: (include reporting requirements)

Federal and State Forms and Permits: None

In-house GSA Region 8 and Contractor Forms:

IAQ meter print out. Meters are in place in underground garages. Meters for buildings are hand held

5.0 Acronyms, Abbreviations, and Definitions

Acronyms	Meaning
CEQ	Council of Environmental Quality
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officers Representative
DFC	Denver Federal Center
EO	Executive Order
EPA	Environmental Protection Agency
GSA	General Service Administration
OSHA	Occupational Safety and Health Administration
PBS	Public Building Services

6.0 Procedure

State Specific Procedures & Requirements [refer to individual State Legal Reviews for details on Statues, Laws, and Rules]: Reference back to EPA and OSHA requirements.

Standardized Procedure:

6.1 Air Quality in Underground Garages: Carbon Monoxide



- 6.1.1 The Property Manager will control the carbon monoxide levels in underground garages through the instillation and monitoring of carbon monoxide detectors.
- 6.1.2 The Property Manager will install the carbon monoxide detectors as per the manufacturer's instructions and connect them to the exhaust fan intakes.
- 6.1.3 The exhaust fan will be set by the Property Manager to turn on at a carbon monoxide level of 25 ppm or greater.
- 6.1.4 An alarm will be set by the Property Manager to sound at carbon monoxide levels of 200 ppm or greater.
- 6.1.5 As necessary, the Property Manager will ensure a qualified Contractor calibrates the carbon monoxide detectors as per the manufacturer's instructions. The Property Manager will maintain the calibration documentation..
- 6.1.6 The Industrial Hygienist (IH) will review these documents during the Management Analysis Review System (MARS).

6.2 Handling Building Air Quality Complaints

- 6.2.1 Once a tenant has made a complaint to the GSA Help Desk, the Help Desk will notify the Maintenance Staff.
- 6.2.2 The Maintenance Staff will check the temperature in the complaint area and check relevant HVAC system components like filters, make-up air, and dampers. They will make any needed adjustments.
- 6.2.3 The Property Management staff will check air quality in the complaint area using the IAQ meter.
- 6.2.4 The Maintenance Staff will follow up with the complaining tenant to determine if the adjustments made above have corrected the problem.
- 6.2.5 If the tenant is satisfied the Maintenance Staff will complete paperwork regarding the corrected complaint and close the work order.
- 6.2.6 If the tenant is not satisfied, the adjustment process above can be repeated. Also, the agency may wish to have additional testing. This testing may be at the GSA or tenant's expense.



7.0 Records Management

Maintain the IAQ meter print out. Meters for underground garages are installed in place. Meter readings for buildings are hand held.

8.0 References

Honeywell Parking Garage Guide, September, 2006

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), 29 CFR Part 1910, Air Contaminants; 1910.1000 TABLE Z-1: Limits for Air Contaminants.

U.S. Department of Labor, OSHA, Indoor Air Quality in Commercial and Institutional Buildings, OSHA 3430-04, 2011

9.0 Appendices

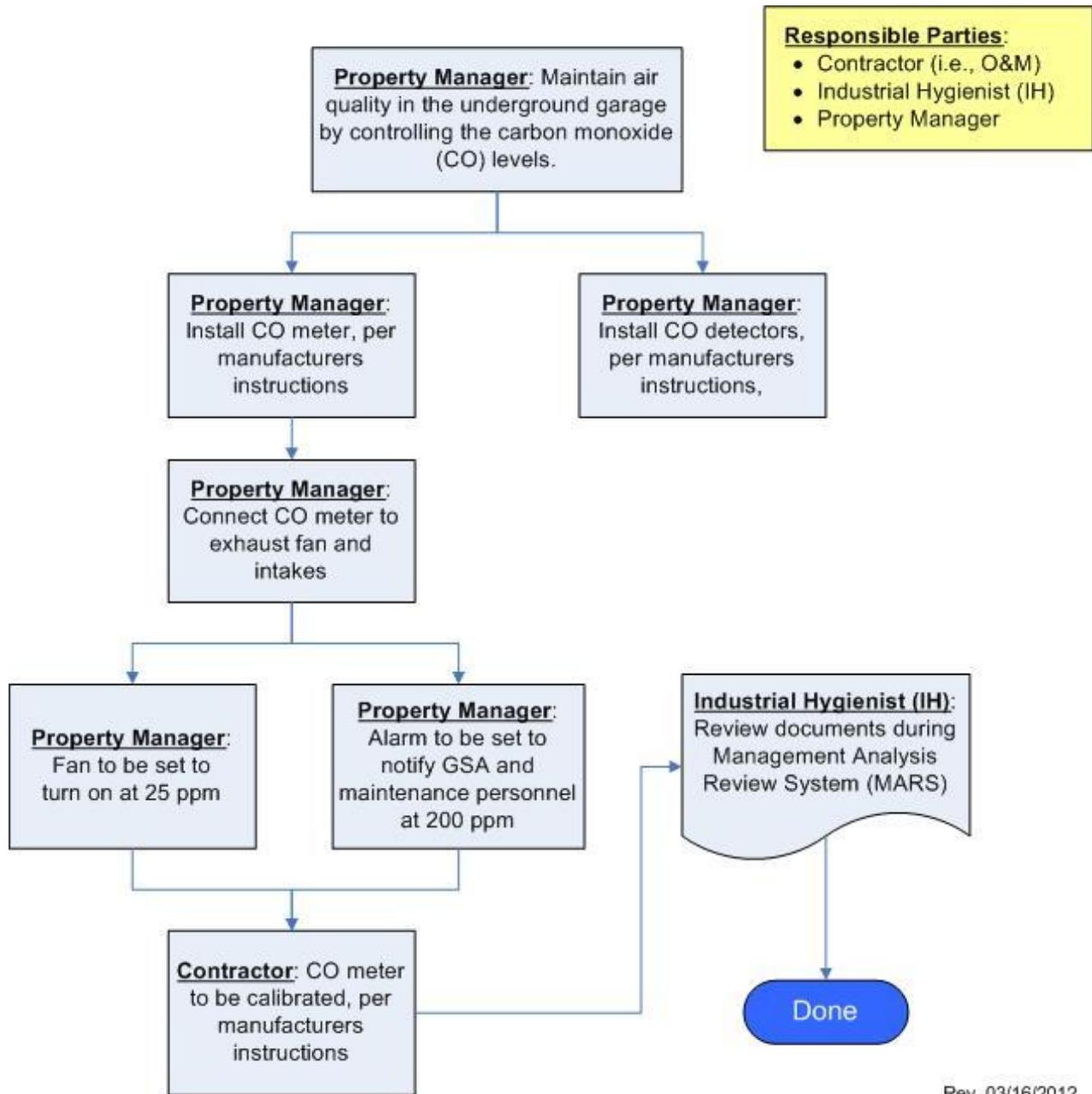
Attachment A: Indoor Air Quality - Underground Garage Flowchart

Attachment B: Indoor Air Quality - Complaint Flowchart

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Revision Date	Nature of Revision	Revision made by:
01/28/2009	Two individual stand alone flowcharts	Erik Petrovskis
07/25/2012	Written procedure created, merge two IAQ programs, emphasize Roles and Responsibilities in section 6, update flowcharts	Nick Gutschow, Tom Record, Robert Melvin

ATTACHMENT A: Indoor Air Quality - Underground Garage Flowchart



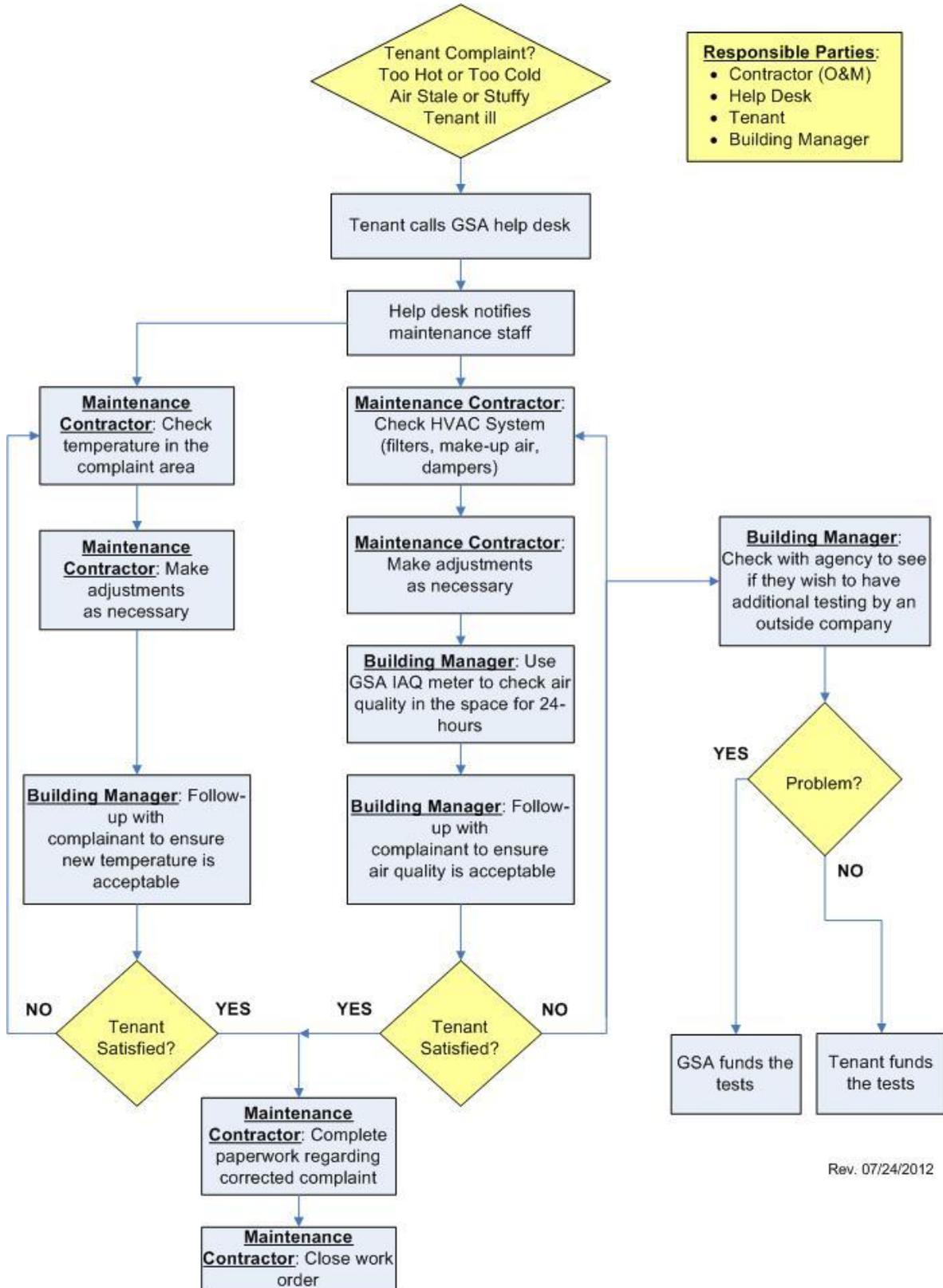
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ATTACHMENT B: Indoor Air Quality Complaint Flowchart



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