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

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>CEQ</td>
<td>Council of Environmental Quality</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CO</td>
<td>Contracting Officer</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officers Representative</td>
</tr>
<tr>
<td>DFC</td>
<td>Denver Federal Center</td>
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<td>EO</td>
<td>Executive Order</td>
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<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
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<td>GSA</td>
<td>General Service Administration</td>
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<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
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<td>PBS</td>
<td>Public Building Services</td>
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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 installation 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.


9.0 Appendices

Attachment A: Indoor Air Quality - Underground Garage Flowchart
Attachment B: Indoor Air Quality - Complaint Flowchart

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<td>RJM July 25, 2012</td>
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<td>01/28/2009</td>
<td>Two individual stand alone flowcharts</td>
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<tr>
<td>07/25/2012</td>
<td>Written procedure created, merge two IAQ programs, emphasize Roles and Responsibilities in section 6, update flowcharts</td>
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ATTACHMENT A: Indoor Air Quality - Underground Garage Flowchart

**Property Manager:** Maintain air quality in the underground garage by controlling the carbon monoxide (CO) levels.

**Property Manager:** Install CO meter, per manufacturers instructions

**Property Manager:** Install CO detectors, per manufacturers instructions,

**Property Manager:** Connect CO meter to exhaust fan and intakes

**Property Manager:** Fan to be set to turn on at 25 ppm

**Property Manager:** Alarm to be set to notify GSA and maintenance personnel at 200 ppm

**Contractor:** CO meter to be calibrated, per manufacturers instructions

**Industrial Hygienist (IH):** Review documents during Management Analysis Review System (MARS)

**Done**

**Responsible Parties:**
- Contractor (i.e., O&M)
- Industrial Hygienist (IH)
- Property Manager

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ATTACHMENT B: Indoor Air Quality Complaint Flowchart

Tenant Complaint?  
Too Hot or Too Cold  
Air Stale or Stuffy  
Tenant Ill

- Tenant calls GSA help desk

Help desk notifies maintenance staff

Maintenance Contractor: Check temperature in the complaint area

- Maintenance Contractor: Make adjustments as necessary

Building Manager: Follow-up with complainant to ensure new temperature is acceptable

Tenant Satisfied?

YES

- Tenant Satisfied?

NO

GSA funds the tests

Tenant funds the tests

Building Manager: Use GSA IAQ meter to check air quality in the space for 24-hours

Building Manager: Check with agency to see if they wish to have additional testing by an outside company

Building Manager: Follow-up with complainant to ensure air quality is acceptable

YES

Problem?

NO

Maintenance Contractor: Complete paperwork regarding corrected complaint

Maintenance Contractor: Close work order

Responsible Parties:
- Contractor (O&M)
- Help Desk
- Tenant
- Building Manager

Rev. 07/24/2012