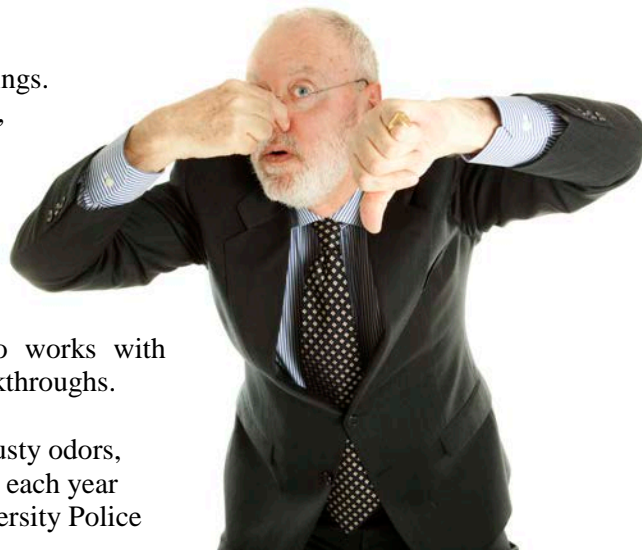


Air Quality in the Office

TUFTS INDOOR AIR QUALITY PLAN

Most Tufts employees and students learn and work inside buildings. Tufts has three types of buildings: office and classroom, industrial buildings with laboratories, shops, studios, and production kitchens and mixed use. The Tufts indoor air quality (IAQ) program focuses on office and classroom buildings where there are no industrial processes and there is an expectation that the air is safe, healthful and comfortable. Each campus at Tufts University has an IAQ coordinator to evaluate air quality. This is the campus EHS Manager who works with Facilities on IAQ problems that are reported or found during walkthroughs.



The most common IAQ problems at Tufts University are from musty odors, water leaks or chemical spills. Tufts EHS responds to many calls each year through direct calls 617-636-3615 or from calls to the Tufts University Police Department at 617-636-6691.

Comfort in an office is important so that staff can work safely and efficiently. At Tufts University, there are many offices where staff will share a room and thermostat. When one thermostat serves many individuals, following standards will allow for the most occupants to be comfortable. When staff have a problem with the temperature in their space, they should first call Facilities. Facilities can assess if the HVAC equipment is properly functioning and help identify the location of the nearest temperature control.

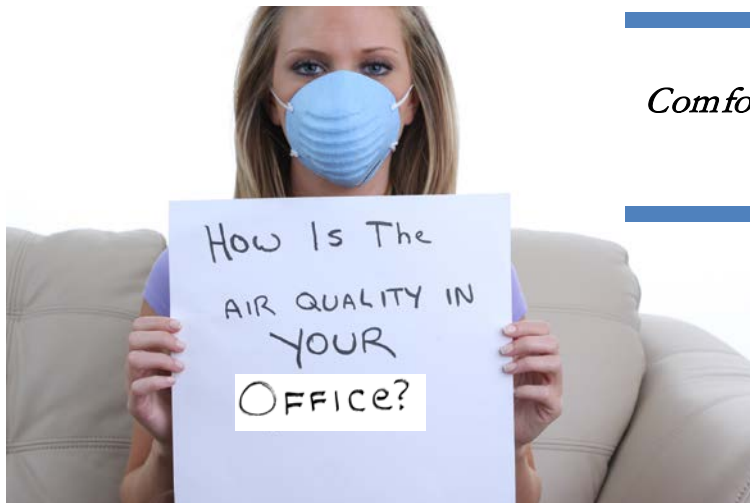
What is the recommended temperature for office environment?

Having a set temperature will help the most staff be comfortable. The American Society of Heating, Air Conditioning and Refrigeration Engineers (ASHRAE) has recommendations on temperatures that will assist in this.

Problem	Corrective Action	ASHRAE Recommendation
Temperature is too cold in winter	Staff are cold, resulting in many layers of clothing. Set temperature to ASHRAE recommendation.	68°F to 74°F
Temperature is too warm in summer	Staff are warm, resulting in staff perceiving air too stagnant or stuffy. Set temperature to ASHRAE recommendation.	74°F to 79°F



The ASHRAE recommendations differ by season because of the clothing occupants wear. It is best for staff to select a temperature within the range above and leave the thermostat set at that temperature. ASHRAE also recommends that humidity, when possible, is controlled to levels of 30 – 60%. In the winter, humidity levels can be as low as 10% due to heating. For some people, low humidity levels can cause dry or irritated eyes, contact lens discomfort, nose bleeds, and itchy or cracked skin.



Comfort in an office is important so that staff can work safe and efficiently.

What are typical air quality problems in offices?

Tufts University EHS follows up on many IAQ reports. There are items that Facilities and EHS must work on but also things that staff can do to help improve their environment. They are presented in the table below:

General Problem	Description of Problem	Corrective Action
Fragrance Used in Office	One employee may use a perfume or body wash that impacts the airspace of another employee	Report issue to Manager, try to use odorants that cannot be detected about 3 ft. away
Cleaner Used in Office	Cleaner may create odor that is unpleasant	Most cleaners have been approved by EHS/Facilities. Try to not use a product with a strong odor
Water Leak	Water is impacting Building materials/equipment	Report to Public Safety so that the water leak can be stopped and impacted materials assessed
Potential Mold Identified	Mold can be found in some locations	Contact EHS for Evaluation
Odor in office	An unknown odor is within the office	Contact EHS for Evaluation

Indoor Air Quality Assessment

The IAQ coordinator will work with facilities to address occupant’s questions. The items above are the most commonly reported. Odors in the office should be minimized so that most staff can work comfortably.

