

Rutgers University Indoor Air Quality Program

A. Policy Statement, Purpose and Scope

1. Policy Statement: The University is committed to providing a safe and healthful workplace, including ensuring acceptable air quality in all University buildings and occupied spaces.
2. Purpose: The purpose of this program is to establish written procedures to ensure the quality of air in University buildings and compliance with the New Jersey Indoor Air Quality Standard (N.J.A.C. 12:100-13).
3. Scope: This program covers all University employees and all owned or leased buildings and spaces.

B. Designated Person and Responsibilities

1. As required by the New Jersey Indoor Air Quality Standard (N.J.A.C 12:100-13), the University must designate a person responsible for compliance with this standard.
 - a. The following is a list of designated people and for their respective areas of control:

Contact Information:

- 1) Anthony Calcado, VP Facilities & Capital Planning
New Brunswick/Piscataway Campus Facilities
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- 2) Steven Dubiago, Assoc. Director Housing Operations
New Brunswick/Piscataway Housing
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- 3) James Vernere, Facilities Supervisor Dining Services
New Brunswick/Piscataway Dining Operations
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- 4) Andrew Witek, Director Facilities Maintenance Services
Newark Campus Facilities
Phone: (973) 353-1102
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- 5) Bernard DelGuidice, Director Facilities Services

Camden Campus Facilities

Phone: (856) 225-6657

Email: delguidice@camfms.rutgers.edu

2. Responsibilities of the designated person include:

- a. Must have thorough knowledge of and ensure compliance with the standard;
- b. Receive and respond to employee complaints; and
- c. Communicate requirements of standards to appropriate departments and University community.

C. Preventative Maintenance (PM)

1. Facilities Maintenance (all campuses and satellite locations) and other designated maintenance personnel are responsible for maintaining Heating, Ventilation, & Air Conditioning (HVAC) and other building systems by:

- a. Following their PM Standard Operating Procedure (SOPs) which includes visual inspections, replacement of components, and frequency of inspections (meeting manufacturer's recommendation or other identified schedule), etc.
- b. Maintaining records (minimum of 3 years) of maintenance performed to HVAC and building systems that include: date of work, work performed, and who (person or outside company) performed the work.
- c. Maintaining a work order system to track regularly scheduled PM work or employee generated requests.

D. Compliance Documents

1. Departments, responsible for portions of this standard, are required to maintain all documents for a period of 3 years or according to their records retention policy. This includes, but is not limited to:

- a. Facilities Maintenance, Utilities and other designated maintenance personnel – PM work, work to building systems, manuals, and training materials.
- b. Facilities Project Administration (FPA) or Facilities Maintenance – Blueprints, schematics, and testing/balancing reports for HVAC systems and adherence to renovation and construction requirements.
- c. REHS – IAQ assessments, correspondence with regulatory agencies, and obtaining appropriate IAQ compliance documents.
- d. Occupational Health – Medical records.

2. Upon receipt of a written request by employees or their representatives, REHS will obtain and provide all documents required by the standard within 10 working days.

E. Investigating Complaints

1. Employees who have indoor air quality complaints can file a complaint with:
 - a. Facilities Maintenance for temperature and humidity complaints.
 - b. REHS for health concerns or all other complaints.
2. Public Employees' Occupational Safety and Health (PEOSH) filed complaints:
 - a. REHS will be the liaison for all PEOSH complaints and will provide all necessary correspondence within the required 15 working days.

F. Control of Contaminants

1. Under normal operating conditions, we would not expect contaminants to be above applicable exposure limits for indoor environments.
 - a. If maintenance of housekeeping activities will introduce a contaminant above an applicable exposure limit, REHS will evaluate the activity and recommend appropriate control measures.
2. Facilities Maintenance is responsible for ensuring that windows, doors, vents, etc. are operable in occupied areas without mechanical ventilation.
3. Smoking is prohibited in all buildings and university automobiles. Please see University Smoking Policy for additional details.
4. If make up air is contaminated by other sources, i.e. vehicle exhaust, REHS will evaluate the source of contamination with Facilities Maintenance and/or other departments to determine adequate control methods.
5. Microbial growth shall be controlled by the following means:
 - a. Ensuring HVAC systems are functioning properly;
 - b. Repairing/eliminating sources of moisture;
 - c. Promptly drying materials damaged by water within 48 hours; and
 - d. If source of moisture cannot be readily repaired (i.e. roof replacement), the area will be monitored and remediated, as necessary.
 - e. All mold remediation must be conducted according to University guidelines.

G. Air Quality During Renovation and Construction Projects

1. The project manager is responsible for ensuring that the contractor or department performing the work obtains appropriate permits and prevents the infiltration of dust, debris, odors, vapors, etc., into the occupied areas of the building. This may be through the means of local ventilation, barriers or other

protective devices.

2. Before the use of any chemicals or materials that may release chemical vapors, the contractor shall review the material safety data sheets (MSDS) to determine the best product to use (hazard, durability, etc.). Based on this review, the contractor must implement control methods meeting the requirements in 1 above.
3. If air contaminants will be introduced into the occupied areas, the project manager must coordinate notification to the building occupants through established internal procedures.
 - a. This notification must be made at least 24 hours in advance or promptly in the case of an emergency.
4. Prior to reoccupancy, the renovated or constructed area must be adequately cleaned and ventilated, as necessary.

H. Program Review

1. REHS will coordinate a review of the program annually or as necessary.