



VCU

Safety and Risk Management

Standard Operating Procedure for Indoor Air Quality Investigations

Scope:

Safety and Risk Management (SRM) investigates indoor air quality (IAQ) concerns on VCU's campus following guidance from OSHA, EPA, the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) and the American Industrial Hygiene Association (AIHA). Generally, these standards call for visual inspection of affected areas to determine if additional testing and sampling for indoor air quality parameters (i.e. temperature, relative humidity, carbon dioxide, air contaminants or fungal spores) is recommended. Corrective recommendations are developed in response to the findings.

Procedures:

- IAQ concerns are routed through VCU's Facilities Management Division (FMD). Employee concerns are managed by Physical Plant staff and student concerns by Facilities Services Division of Student Affairs staff and staff from Residential Life and Housing.
- Facilities will perform an initial visual inspection of the location(s) to confirm function of HVAC equipment, preventative maintenance status and to identify potential moisture intrusion from humidity or leaks.
- Safety and Risk Management will investigate locations based on this initial review and may take real time sample readings or collect samples for analysis at a lab as indicated.
- The presence of visible mold should trigger immediate remediation by facilities.
- Health concerns are referred to University Student Health Services or Employee Health Services and documented mold related health concerns should be investigated by SRM.
- Third party consulting firms and contractors who are experienced in IAQ investigations, may be used on larger projects or as demand or technical needs indicate.
- If SRM receives concerns directly from occupants FMD will be notified promptly to begin the investigation.

Facilities Management Division staff are responsible for communications with the occupants or owners regarding follow up actions. Corrective actions including remediation or cleaning are the responsibility of facilities management and/or their contractors and should meet minimum work practices outlined in the IAQ report. IAQ assessments are limited in scope and are not intended to identify or address HVAC, engineering or building envelope issues. Follow up inspection and/or sampling by SRM or consultants will be requested by FMD with SRM to ensure conditions have been corrected. Any locations closed to occupancy by SRM due to IAQ concerns must have an acceptable clearance inspection completed before reoccupancy.

Related Departments:

VCU Facilities Management Department - <https://fmd.vcu.edu/physical-plant/>

University Student Health Services - <https://health.students.vcu.edu/>

VCU Employee Health Services - <https://hr.vcu.edu/current-employees/employee-health/>