Information
Reporting Indoor Air Quality (IAQ) Issues

Effective
September 2014

Number
DEHS-Industrial Hygiene-8

Applicability
This procedure applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority
Senior Associate Vice President for Operations

Responsible Unit
Environmental Health & Safety
University of Louisville
Louisville, KY 40292
502-852-6670
dehsubm@louisville.edu

History
Revision Date(s):
Reviewed Date(s):

Categories

Reason for Procedure:
The University of Louisville is committed to providing a work environment that is free of recognized hazards and to investigate complaints that may be related to poor indoor air quality (IAQ).

Statement:

Occupants of Offices, Classrooms, Shops, Labs and Athletic Facilities

1. *For temperature, odor or smell complaints, suspected water leaks of visible mold:*
    - Report concern to Physical Plant through work order system.
    - Complete a Request for IAQ Investigation and an Occupant Survey (on DEHS web page at http://louisville.edu/dehs/occup-health-safety and submit the request form to the DEHS Service Account at occmed@louisville.edu.
    - If requested, complete an IAQ Log (Excel) (at http://louisville.edu/dehs/occup-health-safety) and submit to the DEHS Service Account listed in 1, bullet 2.
2. *For IAQ complaints with no visible odors, leaks or mold:*
    - Complete a Request for IAQ Investigation and an Occupant Survey (on DEHS web page at http://louisville.edu/dehs/occup-health-safety and submit the request form to the DEHS Service Account at occmed@louisville.edu.
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Physical Plant

1. Investigate and determine the source and make any repairs.

2. Refer the complaint to Department of Environmental Health & Safety (DEHS) if remedy to problem cannot be found.

Department of Environmental Health & Safety (DEHS)

1. Interview building occupants and conduct building survey.
2. Work with Physical Plant and occupants as needed to perform interviews, IAQ investigations or if issues with the HVAC or other building systems are identified during the investigation.
3. Develop plan (if needed) to assist in locating and remediating source(s) of problem or concern.

Forms/Online Processes:

http://louisville.edu/dehs/occup-health-safety