

## **Indoor Air Quality & Industrial Hygiene Monitoring Plan – Appendix D: Employee Actions to Improve IAQ**

What follows is a non-exhaustive list of activities, easily undertaken by PCC employees, that can positively impact indoor air quality in the workplace:

- Maintaining their own personal hygiene in accordance with workplace norms
- Smoking and vaping only in approved established outdoor areas
- Limiting vehicle idling, especially near building entrances and openings, such as doors, windows, ventilation intakes, etc.
- Removing trash and food/drink-related recyclable materials from their work areas daily
- Not storing perishable foods at their work area beyond what will be consumed on the date of introduction
- Preparing and consuming particularly odiferous foods in kitchenettes or break rooms
- Removing food from refrigerators and freezers regularly
- Regularly checking and emptying the condensation tray beneath department refrigerators
- Routinely wiping down work surfaces to limit dust accumulations
- Using PCC-approved soaps, detergents, sanitizers, disinfectants, deodorizers, and cleaning agents/compounds; request these from FMS Custodial
- Limiting use of devices that odorize spaces such as diffusers, essential oils, simmer pots, candles, incense, etc.
- Keeping external doors closed
- Dressing in layers appropriate for the season
- Not feeding/watering wildlife
- Reporting pest problems early to FMS
- Reporting restroom, kitchenette, and breakroom issues early to FMS
- Reporting water intrusion issues (leaks, stained ceiling tiles) early to FMS
- Reporting carpet, rug, and floor cleaning and maintenance needs early to FMS
- Maintaining water levels in P-traps associated with department floor drains and sinks
- Ensuring service animals are clean, housebroken, and free from external parasites
- Maintaining fish tank water quality and volume with filters and water treatments; properly disposing of dead fish, invertebrates, and plants; regularly removing algae
- Checking potted plants for signs of insect infestation prior to introducing them to the work environment

- Removing potted plants from the work environment in order to treat them with insecticide
- Using only water to clean leaves of decorative plants
- Contacting FMS to remove or hang decorations and equipment that impact drywall systems or insulated piping
- Ensuring doors are open and/or local exhaust ventilation is operating when using a propane-powered forklift in a warehouse
- Ensuring equipment guards and dust collection devices are present and operating when using machinery that generates dusts, mists, fumes, fibers, smoke, gases, or vapors
- Ensuring baghouse filters, filter cartridges, and filter media that support machinery and equipment generating airborne contaminants are cleaned/replaced regularly