

INTERNAL AIR QUALITY	The District is committed to providing a healthy indoor environment for all employees. The indoor environment in any building is a result of the interaction between the site, climate, building system, construction techniques, contaminant sources, and building occupants.
SOURCES OF INDOOR AIR CONTAMINANTS	Indoor air contaminants can originate within the building or be drawn in from outdoors.
AIR QUALITY COMPLAINTS	Campuses experiencing air quality problems should report this to the District's Facilities and Support Services Department. This request to evaluate the air quality should be submitted through the District's online maintenance request system. The requester should identify the location and specify the problem at the time of the initial request.
INTERNAL AIR QUALITY INVESTIGATION	The goal of the District is to identify and solve the indoor air quality complaint in a way that prevents it from recurring and that does not create other problems. The coordinator of facilities or an HVAC technician will perform a visual inspection of the heating, ventilation, and air conditioning system. If deemed appropriate, the HVAC system will be completely inspected and tested.
RESULTS OF HVAC TESTING	The results from the HVAC system evaluation will be provided to the coordinator of facilities. Once the inspection results have been analyzed, a determination will be made by the coordinator and the executive director of facilities and support services.
OUTSIDE ASSISTANCE	Some indoor air quality problems may be difficult or impossible for in-house investigators to resolve. The District will contact an outside consultant to conduct an air quality test when problems persist. District personnel familiar with the District's HVAC system will be available to assist an outside consultant at any time during the onsite investigation/testing.
RESULTS FROM OUTSIDE CONSULTANT	<p>The air quality test results provided by the outside consultant will be shared with the coordinator of facilities and the executive director of facilities and support services. If the test results identify problems, the Facilities and Support Services Department will coordinate the repairs.</p> <p>A copy of the air quality test results will be provided to the campus. The results of the air quality test should be stored in the internal air quality report book, located on each campus, for anyone to review.</p>