



# **Indoor Air Quality Management Plan**

EHS-100-06  
1/28/2026

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## Approval and Implementation

This Indoor Air Quality Management Plan is hereby approved for the University of North Texas Health. This plan shall apply to all UNT HEALTH personnel at UNT HEALTH facilities. The details of this plan are the institutional policies directing indoor air quality management. This plan is effective immediately and supersedes all previous editions. This plan will be reviewed annually and updated as needed to ensure compliance with regulatory changes or changes in procedures.

**Approved** \_\_\_\_\_

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## Record of Changes

Change #	Date of Change	Change entered by	Description
1.	4/10/2025	Will Pingry	New Indoor Air Quality Management Plan
2.	7/23/2025	AS Brocard	Changed to new branding- checked accessibility compliance
3.	1/28/2026	AS Brocard	renumbered document

## **I. Introduction**

It is EHS's and UNT HEALTH goal to provide a safe work environment free of preventable hazards and implement mitigation measures to reduce hazardous situations.

Complaints about IAQ range from simple complaints from comfort issues (too hot/cold/drafty, etc.) and odd smells, to more complex problems, where the air quality may be suspected of causing illness and lost work time.

It may not be easy to identify a single reason for IAQ complaints because of the number and variety of possible sources, causes, and varying individual sensitivities.

Nevertheless, UNT HEALTH and EHS are committed to providing its students, employees, and visitors an indoor environment free of contaminants and airborne disease agents.

## **II. Role and Responsibilities**

### **A. Indoor Air Quality (IAQ) Coordinator**

The IAQ Coordinator at the UNT Health is William Pingry, EHS Occupational & Fire Safety Program Manager.

The IAQ Coordinator is responsible for managing the Indoor Air Quality Management Program. IAQ Coordinator responsibilities include:

- Training employees in the recognition, prevention, and resolution of IAQ problems.
- Communicating with building occupants concerning IAQ issues or problems.
- Developing a procedure for documenting and responding to IAQ complaints and problems.
- Conduct IAQ investigations.
- Implement mitigation measures.
- Maintaining IAQ records. IAQ records include: IAQ complaints and resolutions; and documentation of any maintenance, repair, or remodeling activity that could adversely impact indoor air quality.
- Conducting at a minimum an annual, a documented inspection of the premises.

### **B. EHS Senior Director**

The EHS Sr. Director is responsible for

- Ensuring that the IAQ plan meets the safety needs of UNT HEALTH.
- Ensuring that the IAQ plan is reviewed yearly and updated as needed.

- Review IAQ investigations.

### **C. Staff, Faculty and Students**

- Staff and students will be referred to as “Employees” there forth in this document.
- Reporting IAQ to EHS for follow-up investigations and remediation.

## **III. Conducting periodic walkthroughs to assess the current IAQ situation**

The IAQ Coordinator conducts an ongoing assessment of agency buildings for existing problems. Identified IAQ problems are corrected and steps are taken to control them, including both source-related IAQ problems and ventilation-related IAQ problems.

The IAQ coordinator or designate conducts periodic walkthrough inspections which involves both occupied areas and mechanical rooms. During the walkthrough, IAQ problem indicators are checked and noted on a floor plan or comparable drawing, including:

- Odors.
- Dirty or unsanitary conditions.
- Visible fungal growth or moldy odors.
- Evident moisture in inappropriate locations (e.g., moisture on walls, floors, or carpets).
- Staining or discoloration of building material(s).
- Smoke damage.
- Presence of hazardous substances (e.g., chemical pollutants, biological contaminants or particulate matter).
- Unusual odors from equipment.
- Poorly-maintained filters.
- Uneven temperatures.
- Personal air cleaners (e.g., ozone generators, portable filtration units) or fans.
- Inadequate ventilation.
- Inadequate exhaust air flow.
- Blocked vents.
- Other conditions that could impact IAQ, especially risk factors that need regular inspection to prevent IAQ problems from occurring (e.g., drain pans that do not fully drain, floor drain p-traps).

- The condition and operations of the HVAC system are inspected, which includes:
  - Components that need to be repaired, adjusted, cleaned, or have been replaced, and work orders prepared.
  - Actual control settings and operating schedules for each air handling unit have been recorded and filed, and checked against the design intent.
- Areas with significant sources of contaminants (e.g., copy rooms, food service areas, lab spaces) are provided with adequate exhaust. Other sources are moved as close to exhaust as possible.

## **IV. Plan for Facility Operations and Maintenance**

### **A. HVAC Operations**

Operating schedules for HVAC equipment have been written and are updated as needed. These schedules are stored electronically within the Building Management System.

### **B. Preventive Maintenance**

A Preventive Maintenance plan has been developed to include a set of scheduled activities. The preventative maintenance plan and operations manuals are updated when equipment is added, removed, or replaced. These plans are stored within a cloud-based service by SafetyCulture.

The preventive maintenance plan includes the following items:

- Outside air intakes are inspected for nearby sources of contaminants.
- Air distribution dampers are maintained clear of obstructions and operating properly.
- Air filters have the pressure drops monitored, and replacement or cleaning is performed quarterly.
- Drain pans are inspected and cleaned to ensure proper drainage.
- Heating and cooling coils are inspected and cleaned.
- Interior of air handling units are inspected and cleaned quarterly.
- Fan motor and belts are inspected and replaced weekly.
- Air humidification and controls are inspected and regularly cleaned.
- Cooling towers are inspected, cleaned, and water treated according to schedule.
- Air distribution pathways and VAV boxes are inspected and cleaned as needed).

## **C.    Unscheduled Maintenance/ Repairs**

Procedures for unscheduled maintenance events (e.g., equipment failure) have been developed. They include:

- UNT HEALTH Facilities personnel immediately contact the IAQ Coordinator that an unscheduled maintenance event has occurred and needs attention.
- The IAQ Coordinator ensures that notification to occupants is provided in a timely manner, addressing the situation and how IAQ is being affected and protected.
- Any necessary remedial actions are taken.
- The IAQ Coordinator then informs occupants that corrective actions have been completed.

## **V.    Housekeeping**

All housekeeping equipment and products used in the buildings are communicated to and reviewed by the IAQ Coordinator. Additionally, housekeeping maintains an inventory and SDS of all chemicals used, and keeps the IAQ Coordinator updated on the inventory.

The products used that may produce strong odors, may be potential irritants, or may have other IAQ impacts have been identified, and, where possible, have been replaced by products without such impacts.

The UNT Health Custodial Manager has written procedures that detail proper use, storage, and purchase of cleaning materials; these are updated as needed.

The housekeeping staff or contractors are educated about the IAQ implications, appropriate use, and application of the following to improve IAQ:

- Proper cleaning methods.
- Cleaning schedules.
- Proper materials storage and use.
- Proper waste disposal.

## **VI.   Purchasing Practices**

When new products are purchased by Facilities, information on potential indoor air contaminant emissions is requested from product suppliers. [Note: Emission information may not be readily available for many products; however, information that is available is collected.

When the services of architects, engineers, contractors, or other professionals are used, IAQ concerns, such as materials used and special exhaust needs, are discussed.

## **VII. Remodeling and Renovation**

During remodeling and renovations procedures to minimize the generation and migration of contaminants or odors to occupied areas of the building are used and required of contractors.

The procedures used at are as follows:

- The IAQ Coordinator review designs and construction activities for all proposed remodeling and renovation activities prior to their initiation.
- Work is scheduled during periods of minimum occupancy.
- Ventilation is provided in order to isolate work areas.
- Lower-emitting work processes are used (e.g., wet-sanding dry wall).
- Specialized cleaning procedures are used (e.g., use of HEPA vacuums).
- Air Handling unit filters are changed more frequently, especially after work is completed.
- Emissions from new furnishings are minimized (e.g., buying lower-emitting or airing out furnishings before installation).
- Ventilation and distribution equipment are protected from contamination during construction (e.g., filter material is added in front of air intakes or returns or by isolating construction areas).
- Measures are taken to ensure that lab equipment is protected and not harmed by the work going on.

### **A. Painting**

Exposure to paint vapors is minimized by using low-emitting products, scheduling work during periods of minimum occupancy, and increasing ventilation.

## **VIII. Air Monitoring**

When the IAQ coordinator is notified of an IAQ concern. The coordinator, if applicable, will respond to the site of the concern with testing equipment to check for unsafe levels of gases, fumes or mold. EHS has testing equipment that can test for a wide variety of IAQ concerns (e.g., flammable gases, formaldehyde, sewer gas, airborne particulate). If needed personnel monitoring may be performed to ensure the safety of faculty students and staff during certain procedures.

## **IX. Pest Control**

Integrated Pest Management procedures are used to the extent possible:

- The safest available pest control products that meet the building's needs are used and reviewed with pest control contractor.
- The pest control products being used in the building are communicated to the IAQ Coordinator.
- Written procedures and contract language ensure that all people who use pest control products read and follow all label directions for proper use, mixing, storage and disposal.
- Non-chemical pest control strategies are used where possible.

## **X. Shipping or Receiving Activities**

Vehicle exhaust has been prevented from entering the building (including through air intakes and building openings) by installing barriers to airflow from loading dock areas (e.g., doors, curtains, etc.) and using pressure differential to prevent mixing of vehicle exhaust with building air.

## **XI. Smoking, Vaping**

Smoking is prohibited in all UNT Health buildings, grounds, vehicles and rented spaces. This includes the use of all tobacco products, including electronic cigarettes and smokeless tobacco. Refer to the UNT Health Smoking Policy.

## **XII. Maintaining Cooperative Relations with Occupants**

The IAQ Coordinator will keep occupants informed about building conditions may impact IAQ, as concerns arise. Additionally, occupants are notified about planned major renovation, remodeling, maintenance or pest control activities.

### **XIII. Procedures for Reporting IAQ Concerns**

When reporting an IAQ concern, it is best to give as much information as possible. Examples of the information:

- Building.
- Room or area.
- What the concern is (e.g., smells, mold, sounds).

To report IAQ concerns on or around UNT HEALTH Campus you can do any of the following:

- Email Safety [safety@unthsc.edu](mailto:safety@unthsc.edu)
- Email the IAQ Coordinator [william.pingry@unthsc.edu](mailto:william.pingry@unthsc.edu)
- Call Facilities at x2181 or 817-735-2181

### **XIV. Procedures for Responding to IAQ Concerns**

Procedures for responding to IAQ complaints have been developed and implemented, including:

- IAQ problems are logged into the existing work-order system.
- Information is collected from complainants to assist with investigation, mitigation and remediation of IAQ.
- Information and records obtained from complainants are kept confidential.
- The capability of in-house staff to respond to complaints is assessed.
- Appropriate outside sources of assistance are identified.
- Remedial actions are taken.
- Remedial actions are followed-up to determine if the action has been effective.
- When applicable building staff have been informed of these procedures.
- Dependent upon the IAQ concern feedback will be provided in a timely manner to the complainant.
- Building occupants have been informed of these procedures and are periodically reminded of how to locate responsible staff and how to submit a complaint.