



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: QUALITY OF ENVIRONMENT IN OFFICES VERIFICATION LIST	REVISION A	PAGE 1 OF 2
TO BE USED WITH QUALITY OF ENVIRONMENT IN OFFICES STANDARD 2600SEG208	REVISION DATE 17-Dec-04	EFFECTIVE DATE 24-Dec-01	

AREA	CHECKLIST	2600SEG208	Verified (√ or N/A)	
Work Environment	Keep area clean and dust-free, including carpets	6.1 y 6.4		
	Smoking prohibited	6.1		
	Use of products that release hazardous fumes or unpleasant smells not allowed. Consult with ESSI prior to use.	6.3 y 6.4		
	Keep comfortable temperatures between 70-73 °F	6.1		
	Keep relative humidity levels under 70%	6.1		
	Keep noise levels under 60 dBA	R		
Building Coordinator	Designate a coordinator for building QAO issues	7.3		
Occupants	Actively participate in keeping proper air quality	7.4.2		
Air Conditioning System	Keep ducts, diffusers and clean air return vents	6.7		
	Keep occupants from altering or opening air diffusers	6.7		
	Keep air intakes free of contaminants	6.7		
	Avoid condensation in walls, Windows, doors and mold growth in interior surfaces	6.7		
	Avoid having animals or insects inhabiting on or inside the air conditioning unit support box	6.7		
	Design and keep air flow between 20 – 30 cfm per person	6.7		
	Refrain from using an air exchange unit used for storage	6.7		
	Keep the air exchange area sealed	6.7		
	Keep filters clean	6.7		
	Provide maintenance to keep evaporator coil free of dust and mold	6.7		
Remodeling	Conduct analysis of potentially exposed areas	AA	6.5	
		Direct exposure		
		Negative pressure		
	Provide Controls	Replacement	6.5	
		Local withdrawal		
		Air cleaner		
		Cover/seal		
	Barriers			



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AREA	CHECKLIST	2600SEG208	Verified (√ or N/A)	
	Relocation of source			
	Buffer zones			
	Dust suppression			
	Inform occupants	Inform about scope of work	6.5.1.1	
		Relocate sensitive personnel		
	Promote cleanliness and order	6.5		
	Reprogram activities at different schedules	6.5		
Consult ESSI	6.5			
First-time occupancy	Coordinate with ESSI for previous inspection	6.6.1		
Training	Provide training on basic procedures to keep proper air quality in offices for both occupants and personnel conducting work in occupied buildings	6.2		