

Worksheet 3.8B

Indoor pollutant sources and tips on mitigation

Category/common sources	Tips for mitigation and control
Housekeeping and maintenance	
cleaning products waxes and polishes disinfectants 'air fresheners' adhesives cleaners' cupboards storage cupboards wet mops drain cleaners vacuuming paints and coatings solvents pesticides lubricants	• Use low-emission products • Avoid aerosols and sprays • Dilute to proper strength (manufacturer's instructions) • Do not overuse • Use during unoccupied hours • Use proper protocol when diluting and mixing • Store properly with containers closed and lid tight • Use exhaust ventilation for storage spaces (eliminate return air) • Clean mops: store mop top up to dry • Avoid 'air fresheners' – clean and exhaust instead • Use high-efficiency vacuum bags and filters • Use integrated pest management • Record all materials stored and used
Occupant-related sources	
tobacco products office equipment: printers photocopiers ovens or microwaves art supplies marking pens paper products personal products (e.g., perfume) tracked in dirt or pollen	• Enforce non-smoking policy • Use exhaust ventilation with pressure control for major local sources • Use low-emission art supplies and marking pens • Avoid paper clutter • Provide educational material for occupants and staff

Category/common sources	Tips for mitigation and control
Building uses as major sources	
print and photocopy shop dry-cleaning science laboratory medical office hair or nail salon cafeteria pet store	• Use exhaust ventilation and pressure control • Use exhaust hoods where appropriate; check hood airflows
Building-related sources	
plywood or compressed wood construction adhesives asbestos products insulation wall and floor coverings (vinyl or plastic) carpets and carpet adhesives wet building products transformers upholstered furniture renovation and remodelling	If materials that will offgas will be used, e.g. those containing VOCs or formaldehydes: • Use low-emission products • Air out in an open or well ventilated area before installing • Increase ventilation rates during and after installation • Keep material dry before enclosing • Apply an appropriate sealant • Follow renovation guidelines
HVAC systems	
contaminated filters contaminated duct lining dirty drain trays humidifiers lubricants refrigerants mechanical rooms cooling towers maintenance activities combustion appliances boilers and furnaces hot water systems generators stoves	• Perform HVAC preventive maintenance in accordance with AS/NZS 3666.2 • Check filter change protocols • Clean drain trays; check slope and drainage • Use potable water for steam humidification • Keep duct lining dry; move lining outside duct if possible • Fix leaks and clean spills (see filter change protocol) • Maintain spotless mechanical room (not a storage area) • Avoid back drafting • Check and maintain flues from boilers to outside • Keep combustion appliances properly tuned • Disallow unvented combustion appliances • Perform polluting activities during unoccupied hours

Category/common sources	Tips for mitigation and control
Moisture	
Mould	• Keep building dry • Review mould and moisture control protocols
Vehicles	
Underground or attached carpark	• Use exhaust ventilation • Maintain carpark under negative pressure relative to the building • Check air flow patterns frequently • Monitor carbon monoxide

Source: US Environmental Protection Agency: www.epa.gov/iaq