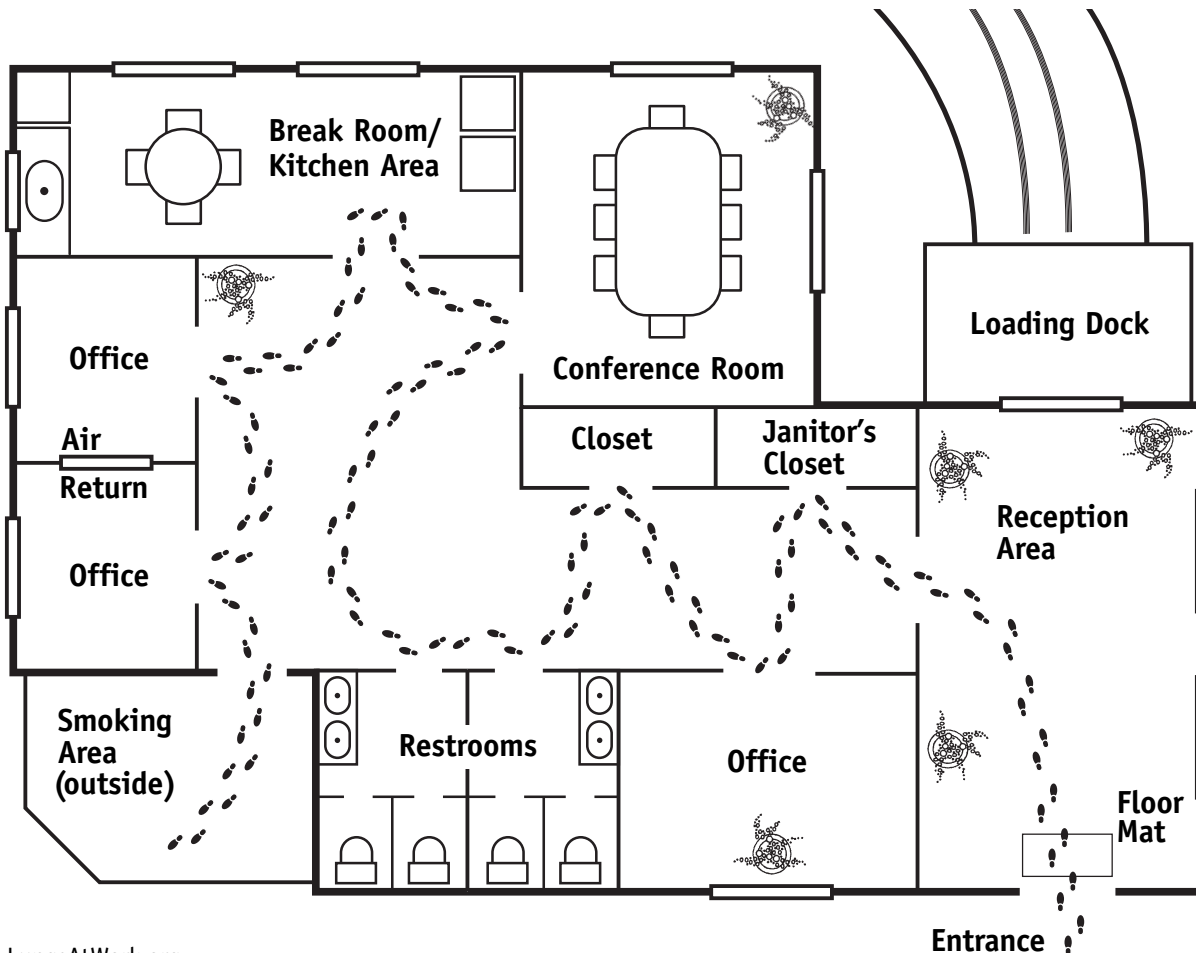# Detox Your Office

An IAQ Walk-Through Guide

www.LungsAtWork.org

Think about how much time you spend at work, indoors . . .

If the indoor air quality (IAQ) in your workplace is compromised by any of a number of toxic substances that can occur in office environments, your health and the health of your co-workers may be at risk.

Where Can IAQ Problems Start?
Some sources of indoor air pollution are relatively easy to track down and correct. The workplace IAQ toolkit *Lungs At Work* provides a strategy for addressing IAQ issues that can be adapted for use in any size and type of office workplace. Sometimes professional help is needed to identify and correct the cause of an office IAQ problem.

However, as *Lungs At Work* describes, individuals working in an office where an IAQ-related complaint occurs can begin to investigate and possibly resolve suspected IAQ problems. It makes good sense to check locations where pollutants are typically introduced or stored. Use this guide to walk through your office and identify possible sources of an IAQ problem.

Take A Pollution Prevention Tour Of Your Office
Take steps to keep an IAQ problem from developing! Use this form to walk through your office and make a survey of substances or situations that may be the source of an IAQ problem now, or that could compromise healthy IAQ in the future.

The resources in *Lungs At Work* will help you and your co-workers address any circumstances you find that may be affecting office IAQ, so everyone in your workplace can breathe easier!

☐ Building Entrance - Reception Area
Particulate matter tracked in from outside can cause IAQ problems. Use good quality door mats at building entrances, and clean them regularly.

☐ Janitor's Closet
Many commercial cleaning products contain ingredients known to be harmful to human health and the environment. Adopt a Green Cleaning program, to safeguard the health of office and housekeeping personnel. Store and use all cleaning products properly, according to label directions.