



Office of Environmental Health and Safety  
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<http://www.lausd-oehs.org>



# SAFETY ALERT

**(888) 455-4665**

**No. 05-02**

**INDOOR ENVIRONMENTAL QUALITY**

**JANUARY 2005**

The Los Angeles Unified School District strives to provide a working and learning environment that is safe, healthy and productive. This includes maintaining classrooms and offices with adequate lighting, good air quality and free of excessive noise.

Following are several requirements and recommendations that will help maintain indoor environmental quality within District offices and classrooms.

## Indoor Air Quality

- Keep the Heating, Ventilation and Air Conditioning (HVAC) system turned "ON" whenever classrooms or offices are occupied. If there is no HVAC system, windows should be kept open as much as possible. Additional ventilation can be provided by the use of fans.
- Keep thermostats and air ducts/air returns free of obstruction that could impede air flow or interfere with proper operation of the HVAC system.
- Remove common sources of indoor air pollution such as cleaning materials, deodorizers, cosmetics and perfumes, art supplies, and pesticides.
- Other sources of indoor air pollution include new building materials such as cabinets and walls made of pressed wood, new carpets, carpet backing and adhesives, and other furnishings. These products can emit small amounts of chemical vapors or gases, often accompanied by an odor, and can cause irritation to the eyes, nose and upper respiratory system. The effect of these "fixed" sources of air contaminants can be minimized through increased ventilation. However, more significant exposures may require assessment and mitigation by the Office of Environmental Health and Safety (OEHS).
- Check to ensure the proper function and venting of gas heaters, furnaces, and other combustion equipment.
- Periodically clean upholstered furniture, carpets and rugs, and maintain floors, ceilings and walls free of dust and debris.
- Ensure that all chemicals used within the indoor environment have been approved for District use by OEHS. A complete list of OEHS-approved chemical products may be downloaded at <http://www.lausd-oehs.org>.

## Noise and Lighting

Concerns about proper lighting and excessive classroom noise should be reported to the Plant Manager and also to OEHS at (213) 241-3199, as these conditions may seriously impair the learning environment. Site Administrators should encourage teachers and staff to report such concerns without fear of reprisal.

All problems or concerns with indoor environmental quality, including proper operation of the HVAC system should be reported to the Plant Manager, Site Administrator and OEHS at (213) 241-3199. Complaints may be filed with the Site Administrator; they may also be filed anonymously with OEHS by phone or on-line at <http://www.lausd-oehs.org>. If requested, the complainant will be notified within 45 days of any actions taken to correct the deficiency.