

Fitwel Enhanced Indoor Air Quality Policy



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This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Enhanced Indoor Air Quality Policy. Project teams can either use the exact contents of this document to establish new policies, or update existing policies by adding any missing components from the below.

A qualifying enhanced indoor air quality (IAQ) policy must include the following:

1. Implementation

- ☐ when implementing the policy in a multi-tenant commercial or residential asset, the policy will apply to all areas and HVAC system elements under the control of the building management, including common elevator banks on tenant floors.
- ☐ when implementing the policy in a single tenant asset or a commercial interior asset, the policy will apply to all areas within tenant spaces and HVAC system elements under the control of the tenant. For HVAC systems that are controlled by the building management, the tenant must coordinate with building management to implement the qualifying IAQ policy.

2. Management and Maintenance

- ☐ Source Control:
 - Implement strategies to manage pollutant sources, for example:
 - properly sealing doors, floors, and windows,
 - regularly checking for and eliminating mold,
 - installing appliances so that they vent to the outside,
 - diluting and removing pollutants through ventilation.
 - Implement strategies to manage moisture, for example:
 - using moisture tolerant materials,
 - setting up systems to divert water away from the building.
 - Implement a building-wide smoke-free policy
 - Provide separate source ventilation for all areas that include the use or storage of chemical products that do not meet the below qualifying standards:
 - Green Seal
 - California Code of Regulations
 - Ecologo

- ☐ Housekeeping:
 - Detail best housekeeping practices to improve the indoor air. Examples of best practices may include:
 - Maintenance of interior plants (watering, pruning, etc.) where necessary
 - Regular disposal of garbage and other waste
 - Hygienic storage of foods, including refrigeration where necessary
 - Prohibiting products or other sources of harmful or bothersome odors and contaminants.

3. Ventilation and Filtration

- ☐ Assessment
 - Consult with a certified professional to assess the ventilation system and identify the following:
 - Ventilation needs based on occupancy levels
 - The air changes per hour capacity of the ventilation system
 - Opportunities to increase the outdoor air supply and decrease recirculation of air
 - Impacts of ventilation adjustments on energy use, thermal comfort, and maintenance needs
 - Consult with a certified professional to assess the filtration system and identify the following:
 - The efficacy of current air filtration practices in removing particulates from the indoor air
 - Applicable strategies for increasing air filtration as needed
- ☐ HVAC Enhancements
 - Ventilation
 - When spaces are occupied, align with ASHRAE ANSI standard, as applicable to the building and space(s)
 - 62.1 - 2019: Commercial Buildings
 - 62.2 - 2019: Residential Buildings

- When spaces are occupied, ensure implementation of **one** of the following ventilation approaches during a contagious disease outbreak as defined by the national, regional, and/or local public health authority:

<input type="checkbox"/> 30% higher ventilation levels than those outlined in the relevant ASHRAE ANSI standard, as applicable to the building and space(s): <ul style="list-style-type: none"> • 62.1 - 2019: Commercial Buildings • 62.2 - 2019: Residential Buildings 	OR	<input type="checkbox"/> One of the following ventilation rates: <ul style="list-style-type: none"> • People Outdoor Air Rate (Rp): 10cfm/person or 5L/s*person • Area Outdoor Air Rate (Ra): 18cfm/ft² or .9L/s*m² • Combined Outdoor Air Rate: 22cfm/person or 10.4L/s*person 	OR	<input type="checkbox"/> Align with one of the following, whichever is greater: <ul style="list-style-type: none"> • ≥ 4 air changes per hour (ACH) in all applicable areas • CDC recommended ACH for infection control for specific spaces, found here: https://www.cdc.gov/infectioncontrol/guidelines/environmental/appendix/air.html
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- Filtration

- When spaces are occupied, install MERV 8+ filters
- When spaces are occupied, ensure implementation of **one** of the following filtration approaches during a contagious disease outbreak as defined by the national, regional, and/or local public health authority:
 - MERV 13+ filters
 - UV light filtration that meets a minimum of **one** of the following:
 - › Upper Room UVGI Light: ASHRAE GPC 37: Guideline for the Application of Upper Air (Upper Room) Ultraviolet Germicidal (UV-C) Devices to Control the Transmission of Airborne Microorganisms)
 - › UV-C Light: ASHRAE Standard 185.1: Method of Testing UV-C Lights for use in Air Handling Units or Air Ducts to Inactivate Airborne Microorganisms
 - Mobile filtration units or portable air cleaners.
 - › Units should be placed where air intake and discharge are not impeded
 - › Devices may include any or combinations of air cleaning technologies (filters, sorbents, UV, etc.)
 - › Manufacturer instructions should be used to guide placement

☐ Maintenance

- Describe regular maintenance of ventilation and filtration systems, which should include **all** of the following:
 - Inspection of HVAC system and peripheral devices to check efficiency, air balance, filter status, and status of the mechanical systems
 - Replacement of filters and any worn or non functioning parts as needed

- Cleaning evaporators and condensers
- Removals of standing water from drain pans
- Avoid the blockage of ventilation supplies, exhausts and other grilles
- Establish an indoor air quality notification system to alert building management of potential issues

4. Managing Closures and Significant Reductions in Occupancy

Ensure that in the event of a closure of 2 weeks or more, **all** of the following steps are completed before reoccupancy:

- ☐ The building will be assessed for mold, excess moisture, and legionella, and any identified issues will be remediated.
- ☐ When the HVAC system has not been active for 2 weeks or more, it should be operated for 48 - 72 hours to “flush out” the system.
- ☐ After the “flush out” period, filters should be examined and replaced if necessary
- ☐ When odors are detected during the “flush out” period, identify the source and remediate any residual mold.
- ☐ Develop a schedule for weekly inspection of the HVAC system for the first month of occupancy. These inspections can be gradually reduced to monthly or quarterly depending on the system’s maintenance needs.

5. Procurement

- ☐ Ensure that all new products and materials procured within the project meet the required thresholds from at least **five** of the product categories below. For each product category selected, ensure products and materials are either naturally low-emitting products (stones, ceramics, concrete, untreated solid wood) or meet the applicable certification and testing standards below:
 - **Interior Insulation:** 100% of insulation
 - **Flooring Systems:** 100% of all systems
 - **Ceiling Systems:** 90% of systems by square feet or meters
 - **Wall Paneling:** 100% of all paneling including, but not limited to, interior wall assemblies, gypsum board, doors, frames, wall coverings, window systems, and interior surfaces of exterior walls)
 - **Paints and Coatings:** 90% by volume for emissions and 100% for VOC content of paints and coatings applied on-site and used on the interior of the air barrier
 - **Adhesives and Sealants:** 90% by volume for emissions and 100% for VOC of adhesives and sealants applied on-site and used on the interior of the air barrier.
 - **Furniture:** 90% by cost of furniture
 - **Composite Wood:** 100% of composite wood for cabinetry, excluding flooring, ceiling, wall panels, or furniture.
- ☐ Accepted certification and testing standards:
 - Certified to UL GREENGUARD Gold (accepted for all categories’ VOC emission requirements except Composite Wood)

- California Department of Public Health Standard Method V1.2 2017 (accepted for all categories' VOC emission requirements except Furniture and Composite Wood)
- California Air Resources Board (CARB) 2007 Suggested Control Measure (SCM) for Architectural Coatings (accepted for Paints and Coatings VOC content requirements)
- California Air Resources Board (CARB) requirements for ultra-low-emitting formaldehyde (ULEF) resins or no-added formaldehyde based resins (Accepted for Composite Wood)
- South Coast Air Quality Management District SCAQMD Rule 1113 (accepted for Paints and Coatings VOC content requirements)
- South Coast Air Quality Management District SCAQMD Rule 1168 (accepted for Adhesives and Sealants VOC content requirements)
- ANSI/BIFMA e3 2019 credits 7.6.1, 7.6.2, and 7.6.3 (accepted for Furniture)
- EPA TSCA Title VI for ultra-low-emitting formaldehyde (ULEF) resins or no added formaldehyde resins (NAF) (accepted for Composite Wood)
- AgBB Testing and Evaluation Scheme 2010 (accepted for all categories' VOC emissions requirements except Furniture)
- EN16402 (accepted for Paints and Coatings VOC content requirements)
- EN13999 (Parts 1-4) (accepted for Adhesives and Sealants VOC content requirements)
- Green Star - Interiors v1.2 credit 12 for Indoor Pollutants to show compliance with low-emitting materials (accepted for Paints and Coatings, Adhesives and Sealants, and Composite Wood)
- European Decopaint Directive (2004/42/EC) (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Canadian VOC Concentration Limits for Architectural Coatings (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Hong Kong Air Pollution Control (VOC) Regulation (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)

6. Construction and Renovations

Includes a plan for managing indoor air quality during any construction and major renovations and prior to occupancy. The plan must at a minimum control for the following categories:

- ☐ Moisture, for example:
 - storing all absorbent products and materials separately in areas that are protected from dust and moisture.
 - avoiding enclosing wet materials during construction.
- ☐ Particulates, for example:
 - protecting permanently installed ventilation systems during construction
 - employing entryway systems at all construction site entrances and exits
- ☐ VOCs, for example:
 - storing VOCs separately from absorbent products and materials
 - installing all possible paints/coatings and adhesives and sealants prior to absorbent products and materials

- ☐ Outdoor emissions, for example:
 - Developing a plan to protect occupied spaces from outdoor fumes generated by construction activities.
- ☐ Tobacco, for example:
 - prohibiting smoking within the construction site
- ☐ Noise and vibrations, for example:
 - Reducing noise and vibrations from construction equipment
- ☐ Ensuring that construction crews wear protective gear.