

# 5 Ways to Improve Indoor Air Quality



## 1. Minimize Chemical Pollutants

Avoid Smoking indoor or in office premises, choose low VOC emitting products in office set-up and Control car exhausts in the office premises

## 2. Maintain maximum cleanliness in the office premises

Clean office furniture covers on weekly basis to reduce exposure to allergens, including dust mites.

Place walk off mats/Carpets at & High Efficiency Particulate Air (HEPA) vacuum cleaners with disposable bags and microfiber cloths.

## 3. Control Moisture

Control relative humidity levels to less than 60 percent, using dehumidifiers. Clean humidifiers frequently.

If mold grows on any porous materials, like drywall, ceiling tiles or wood, discard and replace.

Plants can improve indoor air quality by filtering carbon dioxide; however, if they are over-watered, they can encourage mold growth.

## 4. Ensure Proper Ventilation

Open doors and windows when temperature and humidity levels permit. However, be mindful of outdoor allergens during spring and fall seasons.

Make sure that mechanical filters are in place.

## 5. Maintain HVAC System

Make sure that fuel burning furnaces, fireplaces, heaters, range tops, exhaust fans and other appliances are vented to the outside well away from windows and heating ventilation and air conditioning (HVAC) intakes.

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