

## **Creating an Accessible Indoor Environment**

Maintain a smoke, fragrance and pesticide-free environment.

Design and construct buildings with windows that open. Retrofit inoperable windows in existing buildings.

Keep the ventilation system functioning at optimum performance and free of contaminants.

Install and maintain separate exhaust systems to remove fumes from restrooms, cooking areas and copy rooms.

Locate air intakes away from outdoor pollution sources. Close air intakes or eliminate outdoor pollution sources if problems arise.

Use building and personal air filtration systems to remove particulate and volatile organic compounds (VOCs).

Keep overall electromagnetic fields low. Separate or shield building occupants as necessary from electrical sources such as computers, fluorescent lighting, transformers and power centers.

Eliminate the use of fragrances, air fresheners, deodorizers, disinfectants, mildewicides, antimicrobials, potpourri, incense and scented, citrus and pine-based products in buildings, ventilation systems and mechanical dispensers.

Eliminate or minimize the use of carpeting. If carpeting and carpet adhesives are used, select the least toxic products with low or no VOC's and air well prior to installation.

Avoid flooring materials that require frequent stripping and waxing.

Select the least toxic/allergenic/unscented building materials, furnishings and supplies. Materials should have no or low VOCs including formaldehyde.

Use least toxic/allergenic/unscented cleaning products. Do not use citrus or pine-based products, aerosols, fragrance-emitting devices or other air fresheners or deodorizers.

Use construction and maintenance practices that prevent pest problems. If problems arise, use Integrated Pest Management (IPM) practices and avoid conventional pesticides.

Landscape to avoid the use of pesticides and to prevent mold growth as pesticides and molds can be pulled into the building's ventilation system and circulated throughout the indoor environment.

Arrange for cleaning, maintenance, construction and remodeling activities, including painting, flooring and roofing, to take place when the building is free of occupants. Ventilate areas where such activity is taking place. Be sure to minimize the impact of these activities on occupied areas of the building.

Prevent the growth of mold and other biologicals by regulating humidity, providing adequate ventilation, repairing leaks and removing water- damaged materials within twenty-four hours.

Provide advance notice of building events such as new construction, remodeling, roofing, pesticide applications, floor waxing, carpet shampooing and similar activities with

provisions for alternative workspace as necessary. Post signs at all entrances and exits to notify building occupants of upcoming activities.

Educate management and coworkers regarding the need to maintain a pollution-free environment for the health of all building occupants. This effort should include information on chemical, electrical and other environmental sensitivities or intolerances.

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