Rowan University is committed to providing a safe and comfortable environment for employees, students, and visitors to the campus. This document details the University’s Indoor Air Quality Program, and conforms to New Jersey’s Public Employees Occupational Health and Safety (PEOSH) guidelines.
Policy and Administration

This notice is to inform employees that Rowan University complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), which was proposed on December 18, 2006 and adopted on May 21, 2007. A copy of the IAQ Standard is included in Appendix A.

Rowan University recognizes that good indoor air quality is essential to employee’s health and productivity. We have established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our campus.

Environmental Health and Safety (in general) and Indoor Air Quality (in particular) are the responsibility of several groups on the Rowan University Campus. The primary groups involved are the Safety and Emergency Management Services unit within the Department of Public Safety and the Mechanical Services unit within Facilities Maintenance and Operations (FOM). The relationship between these two groups is shown below. In addition, Building Coordinators play an important role, facilitating exchange of information between these service groups and building occupants. A list of current Building Coordinators is included in Appendix B.
**Designated Person**

As required by the New Jersey PEOSH Indoor Air Quality Standard (N.J.A.C. 12:100-13), a person has been designated as the person responsible for Rowan University’s compliance with the standard. This person is:

<table>
<thead>
<tr>
<th>John Zaruba</th>
<th>(856) 256-4820</th>
<th><a href="mailto:zaruba@rowan.edu">zaruba@rowan.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Person</td>
<td>Phone #</td>
<td>email</td>
</tr>
</tbody>
</table>

The designated person is the University employee who has been trained and given the responsibility by the University to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated person is also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and updates the written program annually. The designated person may be assisted as necessary by the Director of Safety and Emergency Services.

**Preventive Maintenance Schedule**

Preventive maintenance schedules that follow manufacturers’ specifications or industry accepted practices are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. Scheduled maintenance of the HVAC systems includes: checking and/or changing air filters, checking and/or changing belts, lubrication of equipment parts, checking the functioning of motors and confirming that all equipment is in working order. Damaged and inoperable components will be repaired or replaced as appropriate, and a work order to show actions taken will be completed. In addition, any parts of this system with standing water will be checked visually for microbial growth.

**Recordkeeping**

Documentation of preventive maintenance and repairs to HVAC systems are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
  - Checking and/or changing air filters
  - Checking and/or changing belts
  - Lubrication of equipment parts
  - Checking the functioning of motors
  - Confirming that equipment is in operating order
  - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance and work orders for repairs performed by Facilities Operations and Maintenance staff are maintained by FOM. Documentation for repairs performed by outside contractors will be maintained by the IAQ Program Designated Person. Documentation for construction and renovation work will be maintained by Facilities Planning and Construction.
Indoor Air Quality Compliance Documents

The University will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person and will be available to PEOSH during an inspection. These documents include:

- As-built construction documents
- HVAC system commissioning reports
- HVAC systems testing, adjusting, and balancing reports
- Operations and maintenance manuals
- Water treatment logs
- Operator training materials

Investigating Complaints

If employees, students, or visitors to the Rowan University campus begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the Designated Person or the Director of Safety and Emergency Services so that their concerns can be documented and investigated.

In addition, individuals should report to the Student Health Center in Linden Hall for medical consultation (for students) or referral (for employees).

The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases, IAQ complaints can be resolved by the Designated Person.

Rowan University owns and operates a portable air monitoring unit to measure air cleanliness on an as-needed basis. The unit can measure carbon dioxide, mold spores, radon, and other airborne contaminants. Use of this machine is based on occupant complaints, re-occupying a building after water damage has been repaired, or any other event that would warrant air sampling. The unit is manufactured by: Aircuity, model: Optima 500. The unit receives factory calibration 4 times per year by Aircuity technicians. All calibration records are on file with Aircuity and are available upon request. The unit generates a performance report which is filed with the work order request.

Responding to Signed Employee Complaints to PEOSH

If the University receives a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, the IAQ Program Designated Person will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the IAQ Program Designated Person.

Notification of Employees

Employees and other building occupants (e.g. students, visitors) will be notified using a variety of means when work to be performed on the building or other activities may introduce air contaminants into the
building. Notification will occur at least three working days in advance, or as soon as practicable in emergency situations.

This notification will be in writing (either hardcopy or via broadcast email announcements) and will identify the planned project and the start date. The notification will also include information on how to access Material Safety Data Sheets (MSDS) or other hazard information, as well as who to contact if problems arise from the project.

For construction and renovation projects managed by Facilities Planning and Construction, the notification will come from the designated Project Manager. For maintenance and repair work conducted by Facilities Operations and Maintenance, the notification will come from the IAQ Program Designated Person.

The IAQ Program Designated Person will maintain records of this notification for compliance recordkeeping purposes.

Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (e.g. roof leaks, pipe leaks). Employees should notify their Building Coordinator immediately if they observe evidence of water intrusion. The Building Coordinator will then enter a FAMIS service request to notify Facilities Operations & Maintenance and the IAQ Program Designated Person so that appropriate corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the IAQ Program Designated Person.

Controlling Air Contaminants

Outside Air

The IAQ Program Designated person, in coordination with Facilities Operations and Maintenance staff, will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, FOM will eliminate the contaminant source or coordinate with Facilities Planning and Construction to relocate the intake.

Point Source Contaminants

The IAQ Program Designated Person, in coordination with Facilities Operations and Maintenance, and the office of the University Engineer will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.
Temperature and Environmental Conditions

Normal Operations

Climate Control: Except in research areas or other locations that require special climate controls, all centrally controlled facilities (classrooms, offices, etc.) that have a mechanical ventilation system capable of regulating temperature are operated within the range of 68º - 79º F. The seasonal set points are: heating to a range of 68º - 72º F in winter and cooling to a range of 74º - 78º F in summer, when occupied. For energy conservation, unoccupied spaces may be set back to 55º F in winter and 90º F in summer, unless there are special requirements for research or other special needs.

Environmental Conditions: Every reasonable effort will be made to ensure indoor air quality is maintained at suitable levels (carbon dioxide level, free of airborne irritants and mold), with the appropriate code-mandated mixture of fresh air from outside.

Problem Conditions

Climate Control: If a University employee believes that a classroom, office, or lab is extremely uncomfortable, they should notify the building coordinator and Facilities Maintenance and Operations (x4650) from 7:30 am – 4:30 pm Monday - Friday. Outside these hours, the problem should be reported to Public Safety on the non-emergency line (x 4922). Public Safety will then contact Facilities personnel or the duty manager. Facilities staff will endeavor to promptly remedy the conditions.

After receiving notification, Facilities staff will be dispatched to investigate the complaint and make every reasonable effort to correct the problem as quickly as possible.

If the problem can be corrected within a reasonable length of time, the building coordinator and/or building occupants will be notified directly. If the problem cannot be corrected within a reasonable length of time, and the University’s Department of Public Safety determines that the conditions present a potential hazard to student or employee health and safety, the following options may be executed at the discretion of the responsible dean or vice president:

- Classes may be relocated to another more comfortable location, if one is available.
- Offices may be relocated to another more comfortable location, if one is available.
- In extreme conditions (i.e. where ambient room temperature rises above 85º F or drops below 62º F) the building coordinator in consultation with the responsible dean or vice president may cancel classes or dismiss employees (other than essential employees) without penalty.

Environmental Conditions: Personal health and safety: If a University employee believes that environmental conditions (other than building temperature) may pose an immediate hazard to health and safety, the University’s Public Safety department should be notified immediately.

After receiving notification, Public Safety staff will be dispatched to investigate the complaint and make a determination regarding necessary actions, including notifying Facilities Operations and Maintenance at x4650 and external environmental consultants, if required.

If a problem can be corrected by Facilities staff within a reasonable length of time, the building coordinator and/or building occupants will be notified directly. If the problem requires further
investigation (e.g. environmental testing for mold) or can not be corrected within a reasonable length of
time, the following options may be executed at the discretion of the responsible vice president and
Assistant Vice President for Facilities:

- Classes may be relocated to another location, if one is available
- Offices may be relocated to another location, if one is available

In all cases, the University’s environmental consultant will make a recommendation regarding the
suitability for use of the area.

An individual believed to be experiencing illness caused by environmental conditions should report to
the University Health Center for evaluation and treatment.

**Property Protection:** If an employee believes that University property – including but not limited to
building structure, technology, musical instruments, supplies, and other equipment – may be damaged
by environmental conditions, the employee should notify the building coordinator promptly. If the
building coordinator is not available, notification should be made to Facilities Maintenance and
Operations (x4650) from 7:30 am – 4:30 pm Monday – Friday. Outside these hours, the problem should
be reported to Public Safety (x4911). The initial contact may be in person or by telephone.

After receiving notification, the building coordinator will determine the validity of the complaint and
make a determination regarding necessary actions, including notifying Facilities Operations and
Maintenance at x4650.

If a problem can be corrected by Facilities staff within a reasonable length of time, the building
coordinator will be notified directly. If the problem requires further investigation or cannot be
corrected within a reasonable length of time, the University property may be relocated to another
location, if one is available.

**IAQ During Construction or Renovation**

Maintenance, renovation work and/or new construction projects that have the potential to result in the
diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into
occupied areas in quantities hazardous to health will be controlled in order to minimize employee
exposure.

For construction and renovation projects managed by Facilities Planning and Construction, the
designated Project Manager will be responsible for maintaining appropriate indoor air quality
throughout the project. For maintenance and repair work conducted by Facilities Operations and
Maintenance, the appropriate manager will be responsible for maintaining appropriate indoor air quality.

In either case, the appropriate personnel will utilize the following protocol to assure that employees’
exposure to potentially harmful substances is minimized:

- Obtain MSDS for all products to be utilized on the project and maintain on-site throughout the
duration of the project.
- Choose the least toxic product that is technically and economically feasible.
• Consider performing the renovation/construction project when building is least occupied.
• Consider temporarily relocating employees to an alternate worksite.
• Notify potentially affected employees, in writing, at least 3 business days prior to commencement of chemical use or dust generation.
• Isolate the work area from occupied areas.
• Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of maintenance, renovation or construction, the Designated Person will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

The project manager and the Designated Person will consider the feasibility of conducting maintenance, renovation, or construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the work area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Project Manager will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation, construction, or repair work should consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, they should report to the University Health Center for consultation and referral. All exposures should also be reported to their supervisor and the IAQ Program Designated Person.

**Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)**

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards (www.state.nj.us/dca/codes, 609-984-7609).
Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (e.g. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

In addition, if employees observe situations which may lead to poor indoor air quality (e.g. inoperable windows, water leaks, visible mold), they should notify their Building Coordinator of the situation so that it can be addressed promptly.

Periodic Review and Update

This written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information. This plan will be reviewed prior to November 1, 2009.

Certifications:

Reviewed and Approved:

Joseph Orlins, P.E., Ph.D.
Assistant Vice President
Facilities Planning, Construction, and Operations

[signature]

17 Nov 08
(date)

John Zaruba
Rowan University IAQ Designated Person

[signature]

17 Nov 08
(date)
Appendix A

PEOSH Indoor Air Quality Standard
§ 12:100-13.1 Scope

This subchapter shall apply to matters relating to indoor air quality in buildings occupied by public employees during regular work hours.

§ 12:100-13.2 Definitions

The following words and terms, when used in this subchapter, have the following meaning unless the context clearly indicates otherwise.

"Air contaminants" refers to substances contained in the vapors from paint, cleaning chemicals, pesticides, solvents, particulates, outdoor air pollutants and other airborne substances which together may cause material impairment to employees working within the enclosed workplace.

"Building-related illness" describes specific medical conditions of known etiology which can be documented by physical signs and laboratory findings. Such illnesses include sensory irritation when caused by known agents, respiratory allergies, asthma, nosocomial infections, humidifier fever, Legionnaires' disease, and the signs and symptoms characteristic of exposure to chemical or biologic substances such as carbon monoxide, formaldehyde, pesticides, endotoxins, or mycotoxins.

"Building systems" includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system and all other systems in a facility which may impact indoor air quality.

"Department" means the Department of Health and Senior Services.

"Designated person" means a person who has been given the responsibility by the employer to take necessary measures to assure compliance with this subchapter.

"Employee" means the term as defined at N.J.A.C. 12:100-2.1.

"Employer" means the term as defined at N.J.A.C. 12:100-2.1.

"HVAC system" means the collective components of the heating, ventilation and air-conditioning system including, but not limited to, filters and frames, cooling coil condensate drip pans and drainage piping, outside air dampers and actuators, humidifiers, air distribution ductwork, automatic temperature controls, and cooling towers.

"HVAC System Commissioning Report" means a document normally prepared by an architect or engineer that provides verification that the HVAC system is operating in conformity with the design intent.

"Office building" means a building in which administrative, clerical or educational activities are conducted. Examples of facilities and/or operations, which are not office buildings, include repair shops, garages, print shops and warehouses.

"Renovation and remodeling" means building modification involving activities that include but are not limited to: removal or replacement of walls, roofing, ceilings, floors, carpet, and components such as moldings, cabinets, doors, and windows; painting; decorating; demolition; surface refinishing; and removal or cleaning of ventilation ducts.

"Sick Building Syndrome" describes a situation in which a workplace is characterized by a substantial number of building occupants experiencing health and comfort problems that can be related to working indoors. Additionally the reported symptoms do not fit the pattern of any particular illness, are difficult to trace to any specific source and relief from these symptoms occurs upon leaving the building. It is important to distinguish Sick Building Syndrome from
problems of building-related illness. The latter term is reserved for situations in which signs and symptoms of diagnosable illness are identified and can be attributed directly to specific airborne contaminants.

§ 12:100-13.3 Compliance program

(a) The employer shall identify a designated person who is given the responsibility to assure compliance with this section. The employer shall assure that the designated person is familiar with the requirements of this subchapter. The designated person shall assure that at least the following actions are implemented and documented:

1. Establishing and following a preventive maintenance schedule in accordance with the manufacturer's recommendations or with accepted practice for the HVAC system. Scheduled maintenance of the HVAC system shall include checking and/or changing air filters, checking and/or changing belts, lubrication of equipment parts, checking the functioning of motors and confirming that all equipment is in operating order. Damaged or inoperable components shall be replaced or repaired as appropriate. Additionally, any parts of this system with standing water shall be checked visually for microbial growth;

2. Implementing the use of general or local exhaust ventilation where housekeeping and maintenance activities involve use of equipment or products that could reasonably be expected to result in hazardous chemical or particulate exposures, above the applicable Permissible Exposure Limit (PEL), as adopted by reference under N.J.A.C. 12:100-4.2, to employees working in other areas of the building or facility;

3. When the carbon dioxide level exceeds 1,000 parts per million (ppm), the employer shall check to make sure the HVAC system is operating as it should. If it is not, the employer shall take necessary steps as outlined in (a)1 above;

4. When temperatures in office buildings are outside of the range of 68 to 79 degrees Fahrenheit, the employer shall check to make sure the HVAC system is in proper operating order. If it is not, the employer shall take necessary steps as outlined in (a)1 above;

5. If contamination of the make-up air supply is identified and documented, then the make-up inlets and/or exhaust air outlets shall be relocated or the source of the contamination eliminated. Sources of make-up air contamination may include contaminants from sources such as, but not limited to, cooling towers, vents, and vehicle exhaust;

6. Assuring that building without mechanical ventilation are maintained so that windows, doors, vents, stacks and other portals designed or used for natural ventilation are in operable condition;

7. Promptly investigating all employee complaints of signs or symptoms that may be associated with building-related illness or sick building syndrome;

8. The employer shall have a written plan describing how it will achieve compliance with this subchapter, which plan shall list the identity and responsibilities of the designated person referred to in (a) above and which shall include procedures which, at a minimum, address the following issues:

i. Following of a preventive maintenance schedule;

ii. Keeping of required records;

iii. Locating of Indoor Air Quality compliance documents;

iv. Investigating of employee complaints;

v. Responding to signed employee complaints that have been submitted to the State alleging violation of the Public Employees' Occupational Safety and Health Act, N.J.S.A. 34:6A-23 et seq.;

vi. Notifying employees of work that may introduce air contaminants;

vii. Controlling microbial contamination;

viii. Controlling air contaminants;

ix. Responding to temperature and/or carbon dioxide exceedences;

x. Maintaining air quality during renovations and remodeling;
xi. Obtaining permits and performing work as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23; and

xii. Maintaining natural ventilation in buildings without mechanical ventilation; and

9. The employer shall review and update the written compliance plan referred to in (a)8 above at least annually, and whenever necessary to reflect new or modified tasks and procedures and to reflect new or revised employee positions.

§ 12:100-13.4 Controls of specific contaminant sources

(a) Regarding other indoor air contaminants, when general ventilation is inadequate to control air contaminants emitted from point sources within work spaces to below the applicable PEL, as adopted by reference under N.J.A.C. 12:100-4.2, the employer shall implement other control measures such as local source capture exhaust ventilation or substitution.

(b) The employer shall control microbial contamination in the building by promptly repairing water intrusion that can promote growth of biologic agents.

(c) The employer shall remediate damp or wet materials by drying, replacing, removing or cleaning same within 48 hours of discovery and shall continue such remediation until the water intrusion is eliminated.

(d) The employer shall take measures to remove visible microbial contamination in areas such as ductwork, humidifiers, dehumidifiers, condensate drip pans, heat exchange components, other HVAC and building system components, or on building surfaces, such as carpeting and ceiling tiles, when found during regular or emergency maintenance activities or during visual inspection.

§ 12:100-13.5 Air quality during renovation and remodeling

(a) Renovation work and/or new construction that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health shall be safeguarded by means of local ventilation or other protective devices to ensure the safety of employees. Renovation and/or new construction work in occupied buildings shall be isolated and air contaminants, dust and debris shall be confined to the renovation or construction area by use of measures such as, but not limited to, physical barriers, pressure differentials, and/or performing the work during periods of minimal occupancy.

1. Before re-occupancy, work areas shall be cleaned and aired out as necessary.

2. Hazard information shall be used to select products and to determine necessary measures to be taken to comply with (a) above.

(b) Before selection and use of paints, adhesives, sealants, solvents, or installation of insulation, particle board, plywood, floor coverings, carpet, textiles, or other materials in the course of renovation or construction, the employer shall check product labels and Material Safety Data Sheets or seek and obtain information from the manufacturers of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use.

(c) The employer shall notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area.

§ 12:100-13.6 Recordkeeping

a) The maintenance schedule shall be updated to show all maintenance performed on the building systems. The schedule shall include the date that such maintenance was performed and the name of the person or company performing the work.

(b) The records required to be maintained by this section shall be retained for at least three years.
(c) The records required to be maintained by this section shall be available on request to Department representatives for examination and copying.

(d) The records required to be maintained by this section shall be made available to employees and employee representatives for examination and copying upon written request as soon as possible after receipt by the employer of the written request, but no later than 10 working days from the date upon which the employer has received the request.

§ 12:100-13.7 Employer’s response to a signed PEOSH complaint

(a) Within 15 working days of receipt by the employer of notification from the Department that a complaint has been filed against the employer under the Public Employees’ Occupational Safety and Health Act, N.J.S.A. 34:64-25 et seq., the employer shall respond in writing to the Department. The response may include any combination of the following:

1. A statement that the complaint is unfounded;
2. A description of any remedial action already taken;
3. An outline of any remedial measures planned but not yet taken with a timetable for completion; and/or
4. A statement that a study of the problem, with a timetable for completion of the study, has been initiated.

(b) Where remedial measures are planned or a study initiated, they shall be completed as soon as feasible. The employer shall submit, to the Department, a written report describing the remedial measures implemented and/or a copy of a study's report within 15 working days of completion.

(c) Permits for remedial work shall be obtained as required by N.J.A.C. 5:23 (the New Jersey Uniform Construction Code). All work requiring a permit shall be performed in compliance with N.J.A.C. 5:23.

§ 12:100-13.8 Indoor air quality (IAQ) compliance documents

(a) In response to an employee complaint to the Department, the employer shall provide any of the following documents, if available, and requested by the Department:

1. As-built construction documents;
2. HVAC system commissioning reports;
3. HVAC systems testing, adjusting and balancing reports;
4. Operations and maintenance manuals;
5. Water treatment logs; and
Appendix B

Building Coordinators
<table>
<thead>
<tr>
<th>Building</th>
<th>Type</th>
<th>Primary Building Coordinator</th>
<th>Secondary Bldg Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bozorth Hall</td>
<td>Academic</td>
<td>Lin Sweeten</td>
<td>Craig Monroe</td>
</tr>
<tr>
<td>Bunce Hall</td>
<td>Academic</td>
<td>Margaret Van Brunt</td>
<td>Niranjan Pati</td>
</tr>
<tr>
<td>Campbell Library</td>
<td>Academic</td>
<td>Nick Yovnello</td>
<td>Bruce Whittam</td>
</tr>
<tr>
<td>Education Hall</td>
<td>Academic</td>
<td>Steve Farney</td>
<td>Carol Sharp</td>
</tr>
<tr>
<td>Esbjornson Gym</td>
<td>Academic</td>
<td>Joy Solomen</td>
<td>Penny Kempf</td>
</tr>
<tr>
<td>Hawthorn Hall</td>
<td>Academic</td>
<td>Lin Sweeten (Dept. Head, Writing Arts)</td>
<td>Jeff Maxson</td>
</tr>
<tr>
<td>Robinson Hall</td>
<td>Academic</td>
<td>Pat Mosto</td>
<td>Jay Harper</td>
</tr>
<tr>
<td>Rowan Hall</td>
<td>Academic</td>
<td>Steve Chin</td>
<td>Dianne Dorland</td>
</tr>
<tr>
<td>Westby Hall</td>
<td>Academic</td>
<td>Skeff Thomas</td>
<td>Jim Greenwell (Art dept. technician)</td>
</tr>
<tr>
<td>Wilson Hall</td>
<td>Academic</td>
<td>Skeff Thomas</td>
<td>Kathy O'Leary</td>
</tr>
<tr>
<td>Savitz Hall</td>
<td>Admin / Academic</td>
<td>Al Betts</td>
<td>Ed Ziegler</td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>Admin/Dance Classes</td>
<td>Bruce Klein</td>
<td>Tony Mordosky</td>
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<tr>
<td>Alumni House</td>
<td>Administrative Office</td>
<td>Kathy Rozanski</td>
<td>Christina Davidson</td>
</tr>
<tr>
<td>Bole Hall</td>
<td>Administrative Office</td>
<td>Bob Zazalli</td>
<td>Pat Mosto</td>
</tr>
<tr>
<td>Bole Hall Annex</td>
<td>Administrative Office</td>
<td>Gautam Palay</td>
<td>Peggy Schoen</td>
</tr>
<tr>
<td>Carriage House</td>
<td>Administrative Office</td>
<td>Lori Marshall</td>
<td>Dan Murphy</td>
</tr>
<tr>
<td>Cassady Maintenance Building</td>
<td>Administrative Office</td>
<td>Glenn Brewer</td>
<td>Mark Showers</td>
</tr>
<tr>
<td>Girard Annex</td>
<td>Administrative Office</td>
<td>Rich Wadleigh</td>
<td>Gloria Linn</td>
</tr>
<tr>
<td>Heating Plant</td>
<td>Administrative Office</td>
<td>John Zaruba</td>
<td>Frank Noll</td>
</tr>
<tr>
<td>Linden Hall</td>
<td>Administrative Office</td>
<td>John Imperatore</td>
<td>Kathy Holloway</td>
</tr>
<tr>
<td>ROTC Building (old Newman Center)</td>
<td>Administrative Office</td>
<td>Sgt. Melvin Foster</td>
<td></td>
</tr>
<tr>
<td>Team House</td>
<td>Athletics</td>
<td>Joy Solomen</td>
<td>Danny Gilmore</td>
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<tr>
<td>Student Center</td>
<td>Auxiliary</td>
<td>Vinnie Surace</td>
<td>Tina Pinocci</td>
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<td>Auxiliary</td>
<td>Kevin George</td>
<td>Laurie Dwyer</td>
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<td>Auxiliary</td>
<td>Cosmo Oliveri</td>
<td>Ed Thompson</td>
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<td>Event / Conference Center</td>
<td>Christine Deehan</td>
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<tr>
<td>Edgewood Park Apartments (200 Bldg)</td>
<td>Residence</td>
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<td>RD &amp; Jim Waddington</td>
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<td>RD &amp; Jim Waddington</td>
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<td>RD &amp; Jim Waddington</td>
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<td>Residence</td>
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<td>Residence</td>
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<td>RD &amp; Jim Waddington</td>
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