



# Hot Topics & Cool Solutions

Important Information from Your Linc Service Contractor

## Battling Germs in the Office

According to the American Industrial Hygiene Association, communicable diseases like the common cold, influenza, and tuberculosis spread more efficiently in unmaintained ventilated buildings with poor indoor air quality. With the Flu season officially upon us, what are you doing to ensure your workers are safe from an influenza outbreak?

Start by ensuring your facility's ventilation system is in good working order. Ventilation systems that are not maintained can become contaminated or clogged resulting in reduced airflow. The accumulation of bacteria, dust, odors and other contaminants can't escape and are then passed on, potentially causing respiratory infections. Improving air flow in your facility can help reduce health problems and minimize the spread of germs.

**Schedule regular maintenance appointments to ensure proper ventilation.** Diligent maintenance of HVAC equipment is essential for the adequate delivery and quality of building air. Preventive maintenance programs help to ensure your HVAC system is working properly and efficiently.

**Keep a healthy level of humidity in your building.** Using a properly maintained air conditioner and regularly changing air filters reduces humidity and pollutants in the air. Keeping air humidity at around 30 to 50% helps keep those dust mites, mold, and other allergens under control.

**Do not block air vents or grilles.** Keep supply vents or return air grilles unblocked, so you won't unbalance the HVAC system or affect the ventilation of a neighboring office. Furniture, boxes or other materials near supply vents or return air grilles may also affect air flow.

**Avoid procedures and products that can cause problems.** Many common products used in offices, like solvents, adhesives, and cleaners can give off pollutants and odors, as can office equipment such as copiers, printers and fax machines. If any of these items are used in the office environment, adequate and sometimes separate ventilation should be provided.

**Keep air ducts clean.** Regularly clean the outsides of air vents and grills to keep contaminants, such as dust, from circulating through your ventilation system.

**Establish an effective smoking policy.** Establish a smoke-free policy in the building. Also work with building management to designate outside smoking areas away from building entrances.