

<b>University of Prince Edward Island</b>		<b>Policy Number:</b>
<b>Policy Title:</b> Indoor Air Quality		<b>Page 1 of 1</b>
<b>Creation Date:</b> October 2, 2000	<b>Version Date:</b> October 2, 2000	
<b>Authority:</b> Departmental Procedure	<b>Responsibility:</b> Director, Facilities Management	
<b>Reference:</b>	<b>Review Date:</b> October 2010	

1. **Purpose**                      The procedure to be followed when a complaint or concern regarding indoor air quality is received.
  
2. **Scope**                        All buildings owned or maintained by University of Prince Edward Island.
  
3. **Responsibility**              Director, Facilities Management
  
4. **Policy**                         Request the Indoor Air Quality Complaint Form (see attached) be completed by building occupant and returned to Facilities Management Department as soon as possible. Complaint Form to be reviewed by Director or designate and appropriate course of action determined.
  
5. **Review**                        October 2010