Top Ten Tips

Improving Office Air Quality

1. Clean your personal items regularly.

2. Arrange for janitorial staff to vacuum your carpet.

3. Avoid large collections of plants or decorations that are difficult to thoroughly clean.

4. Arrange for janitorial staff to scrub your carpets or floors.

5. Do not block air vents with stored items.

6. Avoid opening windows during periods of extreme temperature.

7. Limit use of personal fragrances or air fresheners.

8. Report water leaks immediately to building management.

9. Report sudden appearances of dirt/debris on surfaces, or soiled markings on ceiling or walls.

10. If you believe that your work environment is creating health-related issues, inform your supervisor.