

10 Ways to Improve Air Quality at Work

- Keep air vents open and unblocked. If furniture, boxes, or other items block the path of your air vents, the air inside your office won't circulate properly.
- Encourage carpooling among employees. Offer incentives for those willing to share rides such as reserved parking spaces.
- Bring your lunch to work instead of driving to purchase food.
- Add some office plants. Not only do plants add a pleasing aesthetic to any office, but they also absorb toxins and produce more oxygen.
- Provide work from home options and encourage virtual meetings to reduce commuting trips.
- Keep your office clean. Regularly vacuum, dust, sanitize, clear away clutter and promptly dispose of all garbage as it accumulates.
- Keep all vehicles and machinery well-tuned.
- Have your air quality tested. Experts in air quality have the tools to measure air quality offices including air flow, humidity, ventilation, odors, leaks, standing water, water damage, mold growth and more.
- Replace air filters frequently. If your air filters are clogged, air flow becomes nonexistent. Overtime, dust and debris will build up behind the filters and settle inside your air ducts.
- Keep employees informed about Air Action Days when the air quality index gets into an unhealthy range. Sign up for Air Action Day email notifications at enviroflash.info for up-to-date information on air quality forecasts.

For more info, visit <http://gcmprc.org/air-quality-awareness/>

