Alpha
Engineering Consultant
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919.
TELEPHONE: (65) 276 2228 FACSIMILE: (65) 276 9929

Our Ref: OM-LC/024

7 April 1997

MEMORANDUM

To : All Engineering Staff

From : Andrew Loh

Subject : Library Control
Indoor Air Quality Management

Please be informed that we have obtained a copy of the above seminar notes and the book on "Guidelines For Good Indoor Air Quality In Office Premises". These are now available for loan from our library.

The content page of the "Guidelines For Good Indoor Air Quality In Office Premises" is attached for your reference.

ANDREW LOH

DISTRIBUTION

cc TLS/RT
cc Notice Board (OM-LC)

/lo

CONTENTS

Introduction	5
Members of the Technical Advisory Committee on Indoor Air Quality	6
PART I: PRELIMINARY	7
1. Purpose	9
2. Scope and application	9
3. Glossary	10
PART II: IDENTIFYING INDOOR AIR QUALITY PROBLEMS	13
4. Assessment of indoor air quality problems	15
5. Indoor air quality and health	15
6. Action plan to achieve good indoor air quality	16
PART III: IMPROVING INDOOR AIR QUALITY	19
7. Design	21
8. Construction	22
9. Commissioning and operation	23
10. Renovation	24
11. Maintenance	25
12. Quality control	27
APPENDICES	29
A. Some common indoor air contaminants	31
B. Sample checklist for building inspection	32
C. Sample confidential questionnaire for building occupants	35
D. Outdoor air quality standards	38
E. Indoor air quality guidelines	40
F. References	44