



## **Indoor Air Quality and Healthy Living Conditions: Goals and Expectations for Dormitory Residents**

Maintaining satisfactory indoor air quality — particularly in our Florida climate — requires a joint effort by the College of Law and all dorm residents. While no heating or air conditioning system is able to eliminate all pollen, dust, and allergens, certain maintenance and housekeeping practices can be employed to reduce humid conditions and prevent microbial activity within our buildings. Maintaining cleanliness in the living environment is also important for air quality because microbial growth in the form of mold or mildew thrives on humid conditions, including food or other organic materials containing moisture.

Also, Stetson University is a signatory to the American College & University Presidents Climate Commitment (ACUPCC) initiative. The objective of the ACUPCC is to support institutional efforts to neutralize greenhouse gas emissions. Consistent with that objective, the College of Law supports sustainability programs, including energy management practices, waste reduction, and recycling.

Accordingly, Stetson University College of Law, student dorm residents share in the responsibility to adhere to the following practices:

### **Indoor Air Quality Practices**

#### **Stetson University College of Law Responsibility: Maintaining air-conditioning and heating is our job.**

1. Stetson will take reasonable steps to see that HVAC systems are operating properly and are capable of maintaining temperatures between 72 and 80 degrees. Stetson also will endeavor to maintain humidity levels between 40 to 60% relative humidity, depending on the season and under normal operational conditions. The campus heating and cooling system for dormitory wings D and F operate on a system that is affected by the outside temperature. When the outside temperature is 58 degrees or higher, only air conditioning is available in the dorms. When the outside temperature is 55 degrees or less, only heat will be available in the dorms. Dormitory wings A, B, and C are equipped with thermostats that permit the occupant to choose heating or cooling. We recommend that the mode be set to “Auto,” which should insure that the unit’s temperature controls and blower operate efficiently. NOTE: If you use extreme settings (i.e., controls turned completely to “heat” or “cool” setting), your ability to recover from the over-compensating setting and achieve the desired temperature may be delayed.

2. Stetson will maintain and perform regularly scheduled preventative maintenance (PM) on the HVAC systems and controls. Stetson's PM schedule provides for Maintenance/Health/Safety filter replacement and inspections quarterly or as otherwise needed if an issue is brought to Stetson's attention.

**Dorm Student Responsibilities**  
**The 3 C's: Cleaning, Climate, and Communication**

**Cleaning:**

Because microbial growth in the form of mold or mildew thrives on humid conditions, including food or other organic materials containing moisture, maintaining cleanliness in the living environment can actually assist in improving air quality and promoting a healthy living environment free of pests and insects. Something as simple as the oil from a pizza box could provide a medium for microbial growth. For these reasons, the following expectations have been established for all dorm students:

1. You are responsible for cleaning your dorm room.
2. Pets are not allowed in the dormitories. Dormitory residents may have one fish tank (containing only fish) that does not exceed 10 gallons. Exceptions are limited to a service animal used by a disabled individual in accordance with Florida Statute § 413.08.
3. Please maintain your residence in a responsible fashion that does not promote unhealthy conditions for you or your neighbors. Periodic inspections may be conducted by Residential Life.
4. Food preparation and consumption can attract pests. In all dorm housing, avoid leaving open food containers out. Seal all containers after use. Refrigerators are the best place to store unused food. When leaving the dorm for more than four consecutive days, remember to remove all perishable food items from the refrigerator in the unlikely event of a power outage.
5. Regularly remove all trash containing food scraps to avoid attracting pests. Do not dispose of any food items through the toilet/sewage system. When possible, use the appropriate recycle bins on campus for disposal of containers and other recyclable materials.
6. Vacuum carpet and clean shower stalls regularly. Do not allow mildew to accumulate in baths and shower stalls. Stetson will provide appropriate cleaning supplies for your use.

## **Climate:**

Again, controlling room climate is the key to the success of managing indoor air quality. Moisture and humidity provide conditions favorable for microbial growth, and the College of Law's HVAC systems strive to achieve optimal levels of humidity and temperature. You are expected to support this effort by following the guidelines below:

1. Do not operate the HVAC system while windows or doors are open. Failure to turn off the HVAC system will result in cool dry air from the HVAC system mixing with warm moist air from outside. This condition results in condensation forming around supply air vents, which can lead to mold growth and excessive humidity within the dorm rooms. Do not run the HVAC systems with the fan switch in the "On" position during cooling cycles. Always use the "Auto" mode in cooling cycles. Using the "On" mode will result in excess humidity being reintroduced into the dorm room when the HVAC system is not cooling. This can result in significant mold and moisture problems within the HVAC system and the dorm room.
2. Do not block the supply or return air vents or doors where units are located. Reduced air flow to the HVAC system can result in excess moisture and promote mold growth within the system and the dorm rooms.
3. Do leave bathroom exhaust fan running for at least 15 minutes after each shower to help remove hot moisture from the air.
4. Do use bath mats and place them outside showers to absorb water after showering.
5. Do hang up damp towels, bath mats, and any wet clothing articles such as fitness attire and bathing suits to allow drying after use and help prevent microbial growth and musty odors.
6. Do ensure that all blinds and windows are closed early in the day to prevent the sun from heating the room. Set your thermostat at a level that provides adequate dehumidification, but no lower than necessary for your comfort.
7. Do turn off all lights and ceiling fans when leaving the dorm room.
8. Do follow these refrigerator tips:
  - Please keep refrigerator doors tightly closed. Failure to secure refrigerator doors could result in inadvertent defrosting of the freezer and may cause water leaking on the floor.
  - When defrosting refrigerators, take steps to prevent water from getting on carpeting or floors. Clean up all spilled water immediately. To prevent water damage to carpet and/or floors, dorm refrigeration units should be defrosted on a regular basis. Dorm residents can place refrigeration units outside to defrost the freezer as needed.

9. Please note that you will be responsible for correcting conditions within your dorm room that are designated as your responsibility, and as deemed reasonably necessary by the quarterly Stetson Maintenance/Health/Safety inspections. If items are discovered at any time that warrant your attention, Stetson will provide you with a list. **Your failure to address such issues promptly may result in termination of your dorm lease arrangement.**

### **Communication:**

Prompt and effective communication as events occur is an important aspect of an overall program to improve air quality. For this reason, please follow the guidelines below for the reporting of issues.

1. Use the work order system available at <https://intranet.law.stetson.edu/Facilities/> or email [maintenance@law.stetson.edu](mailto:maintenance@law.stetson.edu) to report non-emergency maintenance issues. On an emergency basis, call 727/562-7373 during regular business hours; after hours, call Public Safety at 727/343-1262. This includes any HVAC system deficiencies or mechanical failure.
2. Please notify Stetson Facilities Management through the work order system if cracks develop in shower tiles or tile grout. Cracks in shower tiles or tile grout can lead to water intrusion into wall cavities and possible mold growth and odors. Please note: Issues that can be resolved through proper cleaning practices are your responsibility. In addition, repairs that are cosmetic in nature or conditions that are not deemed to be unsafe may be delayed until the room is no longer occupied.
3. Please notify the Stetson Facilities Management immediately on an emergency basis, at 727/562-7373 during regular business hours (after hours, call Public Safety at 727/343-1262) regarding any plumbing leak or signs of water intrusion. Water stained ceilings or walls can be an indication of ongoing problems and must be reported immediately to prevent further water damage and mold growth.
4. Please report all leaky faucets and toilets to Facilities Management through the work order system.
5. As noted above, you should immediately dry any water on the floor or carpeting to prevent the possibility of mildew and mold growth. You can also report wet carpet issues immediately on an emergency basis during regular business hours by calling 727/562-7373; for after-hours emergencies, call Public Safety at 727/343-1262.

*Adopted January 27, 2009.*