



Indoor Air Quality and Healthy Living Conditions: Goals and Expectations for Rosa Apartments and Auxiliary Housing

Maintaining satisfactory indoor air quality — particularly in our Florida climate — requires a joint effort by the College of Law and all apartment and housing 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 residents and their families 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. All auxiliary houses and Rosa apartments have heating and cooling through the HVAC systems connected to the house or apartment thermostat. Most thermostats in the houses and apartments allow you to program for cooling and heating. Your thermostat should always be set on “Auto”, set to either “Cool” or “Heat”, and set at the desired temperature. We highly recommend that you do not set the thermostat lower than 72 degrees when cooling is desired. A temperature setting between 75 and 77 can be very comfortable during Florida summer weather and also more energy efficient. While using the “Heat” cycle, the setting should be kept between 68 and 70, with a suggested sleeping temperature between 60 and 65 degrees.
2. Stetson will maintain and perform regularly scheduled preventative maintenance (PM) on the HVAC systems and controls. Stetson 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.

Student / Tenant 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 students/tenants:

1. You are responsible for cleaning your residence.
2. Pets are permitted with limitations, as detailed in the pet section of your lease and the pet policy posted on the policies page of the intranet. Apartment and house residents also may have one fish tank 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. Avoid leaving open food containers out. Seal all containers after use. Refrigerators are the best place to store unused food. When leaving the residence 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 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. You are responsible for supplying your own cleaning supplies.

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. Consider the setting recommendations contained above.
2. 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 house/apartment.
3. Do not block the supply or return air vents. Reduced air flow to the HVAC system can result in excess moisture and promote mold growth within the system and the dorm rooms.
4. If possible, leave bathroom exhaust fan running for at least 15 minutes after each shower to help remove hot moisture from the air.
5. Do use bath mats and place them outside showers to absorb water after showering.
6. 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.
7. 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.
8. Do turn off all lights and ceiling fans when leaving the residence.
9. 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.
10. Please note that you will be responsible for correcting conditions within your assigned residence 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 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 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 residence 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.