



## Memorandum

### **DAS Facilities Management Policy on Occupant Use of Unauthorized Products or Items at Work**

Please note that the above policy is issued in an effort to make our buildings and properties safe and comfortable for all occupants. In general, we recommend that occupants minimize any unnecessary personal items or products stored or displayed within work stations. Extra objects interfere with cleaning and take up limited storage space. Unauthorized items and products such as those listed below are prohibited because they have the potential to negatively impact the indoor air quality and possibly trigger symptoms in certain individuals and/or because they present other safety concerns.

- Ozone producing air “purification” devices of any kind are strictly prohibited in DAS owned or managed facilities. Any of these devices currently in use shall be immediately taken out of service and removed from the premises at the owner’s earliest convenience. Portable air filtration devices, devices that filter the air only, may be allowed under certain circumstances. Please contact the property management office with any questions.
- Humidifiers are not permitted because they can negatively impact the indoor quality. One significant concern is the generation of bacteria from poorly maintained units. Recommendations to help combat some of the bothersome effects of low relative humidity levels during the cold, dry, winter months include: drinking plenty of water; maintaining temperature at a moderate level (around 74F); minimizing airborne dust/particulate by thoroughly vacuuming surfaces with efficiently filtered vacuums; and, properly adjusting the volume of outside air ventilation to satisfy but not exceed industry guidelines.
- Occupants may not bring the following products or items into buildings owned or managed by DAS: live plants and plant foods; live fish or pets of any kind (other than service animals); cleaning products containing volatile chemicals; bug/insect repellent or other pesticide; any aerosol spray product; or strongly scented products of any kind. Only products or items that are provided by and/or approved by the employer and building property manager are allowed.
- Permanent or semi-permanent installation and use of gas, charcoal or wood fired grills, fire pits or fires of any kind are not allowed on DAS owned or managed properties due to fire and other safety concerns.