

## Whole Building Pollutant Sources

For each building, information was collected regarding sources that may have potential impact on the building in terms of indoor air quality. These may include sources such as past or current water damage, pesticide application practices, special use spaces, etc.

### Test Space Pollutant Sources

1. Smoking Policy in Test Space and Areas Where Smoking is Permitted
2. Location of Water Damage – Past and Current Water Damage in Test Space
3. Renovations in Test Space Within Last Year Preceding BASE Study
4. Office Cleaning Practices – Frequency of Test Space Cleaning
5. Office Cleaning Practices – Time of Test Space Cleaning
6. Cleaning Materials Used in Test Space
7. Cleaning Materials and Trash Storage in Test Space
8. Identification of Special Use Areas in Test Space

**BASE Buildings Test Spaces Pollutant Sources:** Smoking Policy in Test Space and Areas Where Smoking Is Permitted

Smoking Policy in Test Space	Number of Buildings Reporting
Smoking Not Permitted	91
Smoking Permitted	9
Total Number of Buildings Reporting Smoking Policy in Test Space	100

Areas Where Smoking Is Permitted	Number of Buildings Reporting
Permitted in Entire Building	2
Restricted to Private Offices	2
Restricted to Indoor Smoking Areas	4
Restricted to Outdoor Smoking Areas	1
Number of Test Spaces With Smoking Permitted	9

Variable Descriptions:

**Smoking Permitted** indicates that smoking is allowed in the test space, or is allowed on the surrounding property.

**Smoking Not Permitted** means that smoking is not in any part of the test space, nor on the surrounding property.

For test spaces that permitted smoking, the following categories apply:

**Permitted in Entire Building** means that smoking is allowed anywhere in the test space.

**Restricted to Private Offices** means that smoking is allowed in the test space, but only private offices.

**Restricted to Indoor Smoking Areas** means that smoking is allowed in the test space, but only in dedicated smoking areas.

**Restricted to Outdoor Smoking Areas** means that smoking is allowed outside of the building.

**BASE Buildings Test Space Pollutant Sources:** Location of Water Damage - Past and Current Water Damage in Test Space

Location of Water Damage	Number of Buildings Reporting	
	Past Water Damage <sup>1</sup>	Current Water Damage <sup>2</sup>
Basement	2	0
Roof	9	5
Mechanical Rooms	4	3
Occupied Space	32	14
Total Number of Buildings Reporting	41	20

Notes:  
<sup>1</sup>Number of buildings based on those test spaces reporting past water damage (n=41). Number of buildings in column may add up to greater than the total number of buildings as some test spaces indicated more than one location for past water damage.  
<sup>2</sup>Number of buildings based on those test spaces reporting current water damage (n=20). Number of buildings in column may add up to greater than the total number of buildings as some test spaces indicated more than one location for current water damage.

Variable Descriptions:

**Past Water Damage** refers to water damage that occurred in the past but no longer existed at the time the building study was conducted.

**Current Water Damage** refers to water damage that existed at the time the building study was conducted.

For both current and past water damage, the following categories apply:

**Basement** refers to basement water damage or water leaks.

**Roof** refers to water damage or water leaks occurring at the test space roof.

**Mechanical rooms** refers to water damage or leaks in the test space mechanical spaces.

**Occupied space** refers to water damage or leaks occurring in occupied areas of the test space.

**BASE Buildings Test Space Pollutant Sources:** Renovations in Test Space Within Last Year Preceding BASE Study

Renovations in Test Space Within Last Year Preceding BASE Study	Number of Buildings Reporting
Painting	46
New Carpet	38
New Furniture	25
Partition/Wall Replacement	42
Total Number of Buildings Reporting	100

Variable Descriptions:

**Renovations in Test Space Within Last Year Preceding BASE Study** identifies the number of buildings that underwent a particular renovation within one year preceding the BASE Study.

Renovation activities included the following categories:

**Painting** refers to test space interior surfaces that undergo painting.

**New Carpet** refers to installation of permanent wall-to-wall carpet.

**New Furniture** refers to the installation of new furniture.

**Partition/Wall Replacement** refers to the installation of new partitions or the relocation of existing partitions.

**BASE Buildings Test Space Pollutant Sources:** Frequency of Office Cleaning Practices

Frequency of Cleaning	Number of Buildings Reporting			
	Office Cleaning <sup>1</sup>	Dry Mopping <sup>2</sup>	Wet Mopping <sup>3</sup>	Vacuuming <sup>4</sup>
None	0	29	8	0
As Needed	3	2	3	5
Daily	87	58	76	74
Weekly	5	5	7	16
Bi-Weekly	1	1	1	2
Monthly	1	0	3	1
Semi-Quarterly	0	0	0	0
Quarterly	0	0	0	0
Semi-Annually	0	0	0	0
Annually	2	0	0	0
<b>Total Number of Buildings Reporting</b>	<b>99</b>	<b>95</b>	<b>98</b>	<b>98</b>

Notes:  
<sup>1</sup>Summary is based on those buildings reporting office cleaning (n=99).  
<sup>2</sup>Summary is based on those buildings reporting dry mopping (n=95).  
<sup>3</sup>Summary is based on those buildings reporting wet mopping (n=98).  
<sup>4</sup>Summary is based on those buildings reporting vacuuming (n=98).

Variable Descriptions:

**Office Cleaning** refers to the frequency that typical office cleaning occurs such as straightening, dusting, and general tidying of office space.

**Dry Mopping** refers to the frequency of dry mopping consisting of wiping down hard floor surfaces without using any cleaning agents or water.

**Wet Mopping** refers to the frequency of wet mopping consisting of wiping down hard floor surfaces using water and possibly a cleaning agent.

**Vacuuming** refers to the frequency of vacuuming.

The following frequency categories apply:

**None** refers to no cleaning practices take place in the building.

**As Needed** refers to a cleaning schedule where cleaning occurs only when deemed necessary.

**Daily** refers to a cleaning schedule where cleaning occurs each day.

**Weekly** refers to a cleaning schedule where cleaning occurs once per week.

**Bi-weekly** refers to a cleaning schedule where cleaning occurs twice a month.

**Monthly** refers to a cleaning schedule where cleaning occurs once per month.

**Semi-Quarterly** refers to a cleaning schedule where cleaning occurs twice every three months.

**Quarterly** refers to a cleaning schedule where cleaning occurs every three months.

**Semi-annually** refers to a cleaning schedule where cleaning occurs every six months.

**Annually** refers to a cleaning schedule where cleaning occurs once a year.

**BASE Buildings Test Space Pollutant Sources:** Time of Office Cleaning Practices

Time of Cleaning	Number of Buildings Reporting			
	Office Cleaning <sup>1</sup>	Dry Mopping <sup>2</sup>	Wet Mopping <sup>3</sup>	Vacuuming <sup>4</sup>
Occupied Hours	16	15	21	16
Evenings	84	56	78	80
Weekends	6	6	7	7
Total Number of Buildings Reporting	99	65	90	98

**Notes:**

<sup>1</sup>Number of buildings based on those buildings that reported test space office cleaning (n=99). Number of buildings within column may add up to greater than the total number of buildings as some buildings reported office cleaning during multiple periods.

<sup>2</sup>Number of buildings based on those test spaces that reported dry mopping (n=65). Number of buildings within column may add up to greater than the total number of buildings as some buildings reported dry mopping during multiple periods.

<sup>3</sup>Number of buildings based on those test spaces that reported wet mopping (n=90). Number of buildings within column may add up to greater than the total number of buildings as some buildings reported wet mopping during multiple periods.

<sup>4</sup>Number of buildings based on those test spaces that reported vacuuming (n=98). Number of buildings within column may add up to greater than the total number of buildings as some buildings reported vacuuming during multiple periods.

Variable Descriptions:

**Office Cleaning** describes the time period when typical office cleaning activities occur. Office cleaning refers to general straightening, dusting, and general tidying of office space.

**Dry Mopping** describes the time period when dry mopping activities occur. Dry mopping refers to wiping down hard floor surfaces without using any cleaning agents or water.

**Wet Mopping** describes the time period when wet mopping activities occur. Wet mopping refers to wiping down hard floor surfaces using water and possibly a cleaning agent.

**Vacuuming** describes the time period when vacuuming activities occur.

The following time periods apply:

**Occupied Hours** refers to the hours during a typical work day that the building is occupied by employees and visitors. Generally 9 a.m. to 5 p.m.

**Evenings** refers to the hours during a typical work day that the building is not occupied by employees and visitors. Generally occurs after 5 p.m.

**Weekends** refers to Saturdays and Sundays.

**BASE Buildings Test Space Pollutant Sources:** Cleaning Materials Used in Test Space

Cleaning Materials Used in Test Space	Number of Buildings Reporting
Window Cleaner	76
Furniture Cleaner	51
Floor Wax	43
Bathroom Cleaner	79
Bleach	27
Liquid Soap	70
Carpet Cleaner	62
Total Number of Buildings Reporting	100

Variable Descriptions:

**Cleaning Materials Used in Test Space** describes the types of cleaning materials used in the test space.

The following cleaning materials apply:

**Window Cleaner** refers to a cleaning material designed for use specifically on windows and glass.

**Furniture Cleaner** refers to a cleaning material designed for use specifically on furniture.

**Floor Wax** refers to a cleaning material designed to polish and protect the flooring.

**Bathroom Cleaner** refers to a cleaning material designed for use specifically in bathrooms.

**Bleach** refers to a cleaning compound labeled a "bleach" (containing sodium hypochlorite).

**Liquid Soap** refers to a mild cleaning material.

**Carpet Cleaner** refers to a cleaning material designed for use specifically on carpets.

**BASE Buildings Test Space Pollutant Sources:** Cleaning Materials and Trash Storage in Test Space

	Number of Buildings Reporting	
	Cleaning Materials <sup>1</sup>	Trash <sup>2</sup>
Materials Stored in Test Space	52	3
<u>Notes:</u> <sup>1</sup> Summary is based on those buildings reporting a response for cleaning material storage (n=98). <sup>2</sup> Summary is based on those buildings reporting a response for trash storage (n=99).		

Variable Descriptions:

**Cleaning Materials Stored in Test Space** describes the number of BASE buildings where cleaning materials were stored in the test space.

**Trash Stored in Test Space** describes the number of BASE buildings where trash was stored in the test space.

**BASE Buildings Test Space Pollutant Sources:** Identification of Special Use Areas in Test Spaces

Special Use Area Characteristics	Number of Buildings Reporting <sup>1</sup>										
	Smoking Lounge <sup>3</sup>	Kitchenette	Vending	Laboratory	Print Shop	Graphic Arts	Commercial Kitchen	Loading Dock	Parking Garage	Conference Room	Computer Room
Test Spaces Having At Least One Of The Specific Type Of Special Use Area Shown <sup>2</sup>	5	68	28	0	8	10	1	2	0	42	73
Dedicated Ventilation Serves At Least One Of These Special Use Areas	0	0	0	0	0	1	0	0	0	7	0
Exhaust Fan Serves At Least One Of These Special Use Areas	3	5	4	0	1	2	1	0	0	3	5

**Notes:**  
<sup>1</sup>Special use areas as reported for all BASE buildings (n=100).  
<sup>2</sup> For each special use category, these values represent the number of test spaces reporting at least one special use area.  
<sup>3</sup> As an example, the number of test spaces that reported having at least one smoking lounge is 5. None of these 5 test spaces had at least one smoking lounge equipped with a dedicated ventilation system. Further, 3 of the 5 test spaces had at least one smoking lounge that was equipped with an exhaust fan. Similar logic applies to other special use areas shown.

**Variable Descriptions:**

Test space special use spaces were categorized as follows:

**Smoking Lounge** is any specially designated area such as restrooms or lounges, where smoking is permitted. Does not include private offices.

**Kitchenette** is any area that includes a microwave oven, a refrigerator, and a sink with running water.

**Vending** area is any space where food and a microwave oven are available.

**Parking Garage** includes areas used for parking of automobiles.

**Laboratory** includes areas used to complete scientific experiments or tests.

**Print Shop** refers to areas where large volumes of documents are printed and collated.

**Graphic Arts** refers to areas where graphic arts are implemented.

**Commercial Kitchen** is any space where food is prepared for sale.

**Loading Dock** refers to an area where vehicles load and unload goods into and out of the building.

**Conference Room** is a room where people gather for meetings.

**Computer Room** is a room that houses multiple pieces of computer equipment.

**Dedicated Ventilation Serves Special Use Area** means that the area is served by a ventilation system equipped with both supply and return/exhaust that is specifically designed for that space.

**Exhaust Fan Serves Special Use Area** means that the space is served by a dedicated exhaust fan.