

## 較常見的 室內空氣污染物

二手煙

空氣中的粒子

燃燒時產生的氣體  
一氧化碳，二氧化氮等



揮發性有機化合物

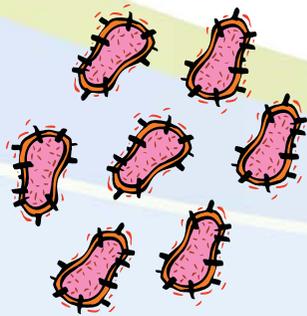
甲醛

氫氣



呼吸產物和體味

生物污染物  
如霉菌，細菌



臭氧

## 改善辦公室及公眾場所 室內空氣質素的方法

- 為確保室內空氣質素維持在最佳水平，應參與〈室內空氣質素檢定計劃〉。
- 確保有足夠的新鮮空氣供應及其入風口遠離外間空氣污染源頭（例如：鄰近大廈排放廢氣的煙囪）。
- 確保通風系統的運作良好，系統的出風口、管道、過濾器等及冷凍器保持清潔及有定期檢查。
- 實施不吸煙政策。
- 清理漏水事宜及找出並立即清除已發霉之物料，以減低霉菌的滋生。
- 定期清潔地氈及纖維傢具等較易藏污納垢及難於清洗的物料。
- 影印機、鐳射打印機等運作時會產生臭氧，應將之放置於有獨立抽風或空氣流通的地方。
- 在可行的情況下，要求你的承辦商採用不含揮發性有機化合物的裝修物料。裝修工程和防蟲等工作應安排在樓宇沒有人使用的時段進行。事後亦要注意通風，以減低揮發性有機化合物的積存。
- 向環境保護署報告室外空氣污染的源頭。



Indoor Air Quality  
Information Centre  
室內空氣質素資訊中心



環境保護署  
ENVIRONMENTAL  
PROTECTION DEPARTMENT

## 辦公室及公眾場所 常見的室內空氣污染物 及有關緩解措施

### Common Indoor Air Pollutants in Offices/Public Places and Mitigation Measures



# Common Indoor Air Pollutants

## Environmental tobacco smoke

## Airborne particulates

**Combustion gases**  
carbon monoxide,  
nitrogen dioxide, etc.

**Volatile organic compounds (VOCs)**

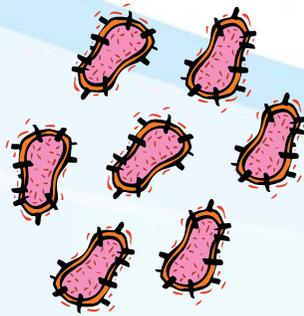
## Formaldehyde

## Radon

**Respiratory products and body odour**

**Biological contaminants**  
e.g. Mould, Bacteria

## Ozone



## Tips for Improving Indoor Air Quality in Offices / Public Places

- Join the <IAQ Certification Scheme> to ensure IAQ in the premises is maintained at the best level.
- Ensure there is sufficient supply of fresh air and the fresh air intake is not located near potential outside air pollution sources (e.g. chimney exhaust from adjacent buildings).
- Ensure the ventilation system is in good operating condition. Air outlets, ducts, filters and cooling coils within the system are clean and regularly inspected.
- Implement no-smoking policy
- Clean up water spills and remove mouldy materials immediately to minimize mould growth.
- Clean carpet and fabric furniture on a regular basis.
- Photocopiers and laser printers may generate ozone during operation. They should be located at independently ventilated or properly ventilated areas.
- If possible, ask your contractors to use VOC-free furnishing materials in renovation work. Schedule decoration work and pest control activity for unoccupied hours. Make sure the area is well-ventilated afterwards to avoid the accumulation of VOCs.
- Report air pollution nuisance from outside sources to the Environmental Protection Department.



For more information, please contact:  
如想得到更多資料，請聯絡：



**Indoor Air Quality Information Centre**  
室內空氣質素資訊中心

7/F, North Tower, Tseung Kwan O Government Offices,  
30 Tong Yin Street, Tseung Kwan O, Sai Kung, New Territories  
新界西貢將軍澳唐賢街30號將軍澳政府合署北座7樓  
Tel 電話：3863 0525  
E-mail 電郵：epd\_iaq@epd.gov.hk  
Web Site 網址：http://www.iaq.gov.hk