

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 Environment Protection Department.

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

**Indoor Air Quality
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