

# 改善辦公室內空氣質素的常用方法

## COMMON SOLUTIONS TO INDOOR AIR QUALITY PROBLEMS IN OFFICES

The following are some general methods for improving IAQ in offices:  
以下是一些改善辦公室室內空氣質素的方法：



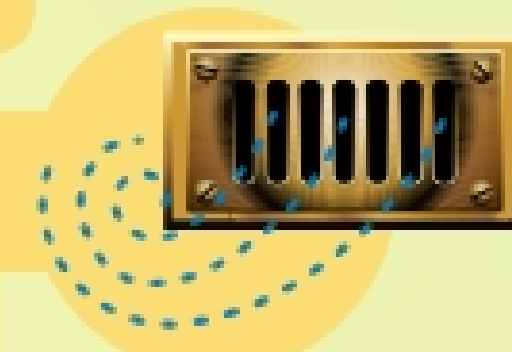
- keep premises clean and dry  
保持地方清潔及乾爽



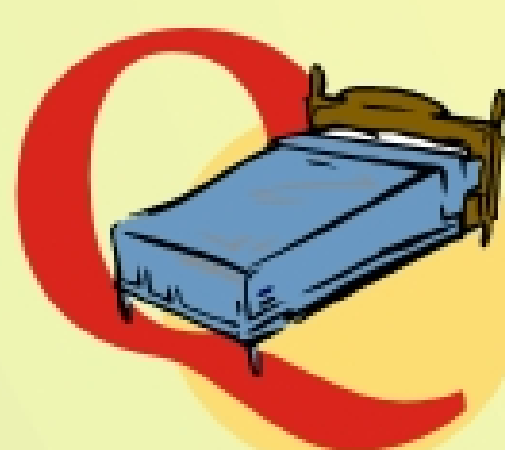
- maintain good ventilation with sufficient fresh air supply  
保持室內空氣流通，以確保有足夠新鮮空氣



- inspect and clean regularly the ventilation system to maintain in good working condition at all times  
定期檢查及清洗通風系統，確保系統操作正常



- avoid using consumer products with emission of volatile organic compounds  
避免使用含揮發性有機化合物的日用品

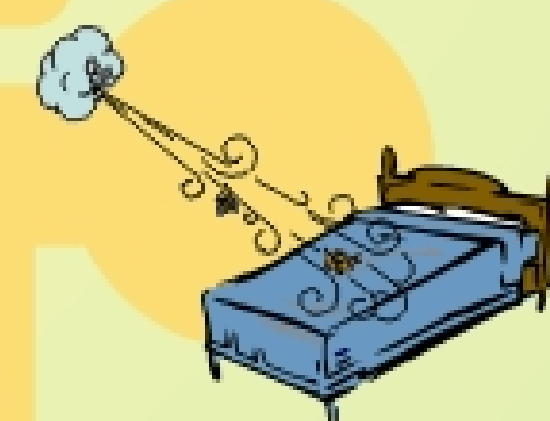


- implement no-smoking policy  
執行「不准吸煙」政策



- select furniture, carpet, paint and other decorating material with low VOC emission  
選擇含低揮發性有機化合物的傢俬、地毯、油漆或其他裝修物料

- move in new furniture only when it has been "air-out" adequately  
將新傢俬徹底作戶外吹風，直至無異味散發後才搬進室內



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