

**Ventilation and improving indoor air quality**

- Retail establishments and lifestyle-related services are strongly encouraged to improve ventilation and improve indoor air quality in all premises.
- For premises with centrally controlled air-conditioning (e.g. in malls), they should work with premise owners to ensure that ventilation systems are in good working order, minimise indoor air re-circulation and purge indoor air daily.
- For all other enclosed air-conditioned spaces, establishments should open operable doors and windows and keep exhaust fans (e.g. in kitchens and toilets) at full capacity to enhance air flow. Window-mounted exhaust fans should be installed where possible and portable air cleaners equipped with high-efficiency air filters such as HEPA filters may be considered as an interim measure if there are no operable windows and the space is crowded. As a longer-term measure, establishments should also consider installing dedicated outdoor air supply such as ducted air conditioning or window mounted exhaust fans.
- For naturally ventilated spaces, establishments should enhance ventilation with fans and similarly keep the space as open as possible.
- Companies may wish to refer to the Guidance Note on improving ventilation and indoor air quality in buildings issued by the Building and Construction Authority (BCA), National Environment Agency (NEA) and Ministry of Health (MOH)<sup>1</sup>.

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<sup>1</sup> This Guidance Note provides building owners and facilities managers with updated recommended measures to enhance ventilation and air quality in indoor spaces. Refer to [BCA's website](#) for the note.