IAQ Management Checklist

Building Name: _______________________________ Date: __________________

Address: __________________________________________

Completed by (name/title): ________________________________

Use this checklist to make sure that you have included all necessary elements in your IAQ profile and IAQ management plan. Sections 4 and 5 discuss the development of the IAQ profile and IAQ management plan.

<table>
<thead>
<tr>
<th>Item</th>
<th>Date begun or completed (as applicable)</th>
<th>Responsible person (name, telephone)</th>
<th>Location (&quot;NA&quot; if the item is not applicable to this building)</th>
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</thead>
<tbody>
<tr>
<td>IAQ PROFILE</td>
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<tr>
<td>Collect and Review Existing Records</td>
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<tr>
<td>HVAC design data, operating instructions and manuals</td>
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<tr>
<td>HVAC maintenance and calibration records, testing and balancing reports</td>
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<tr>
<td>Inventory of locations where occupancy, equipment, or building use has changed</td>
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<td>Inventory of complaint locations</td>
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<tr>
<td>Conduct a Walkthrough Inspection of the Building</td>
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<td>List of responsible staff and/or contractors, evidence of training, and job descriptions</td>
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<tr>
<td>Identification of area where positive or negative pressure should be maintained</td>
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<td>Record of locations that need monitoring or correction</td>
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<td>Collect Detailed Information</td>
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<tr>
<td>Inventory of HVAC system components needing repair, adjustment, or replacement</td>
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<tr>
<td>Record of control settings and operating schedules</td>
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</table>
## IAQ Management Checklist

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<tr>
<td>Plan showing airflow directions or pressure differentials in significant areas</td>
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<tr>
<td>Inventory of significant pollutant sources and their locations</td>
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<td>MSDSs for supplies and hazardous substances that are stored or used in the building</td>
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<tr>
<td>Zone/Room Record</td>
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## IAQ MANAGEMENT PLAN

- Select IAQ Manager
- Review IAQ Profile
- Assign Staff Responsibilities/Train Staff

### Facilities Operation and Maintenance

- Confirm that equipment operating schedules are appropriate
- Confirm appropriate pressure relationships between building usage areas
- Compare ventilation quantities to design, codes, and ASHRAE 62-1989
- Schedule equipment inspections per preventive maintenance or recommended maintenance schedule
- Modify and use HVAC Checklist(s); update as equipment is added, removed, or replaced
- Schedule maintenance activities to avoid creating IAQ problems
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<tr>
<td>■ review MSDSs for supplies; request additional information as needed</td>
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<td>■ consider using alarms or other devices to signal need for HVAC maintenance (e.g., clogged filters)</td>
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<td><strong>Housekeeping</strong></td>
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<tr>
<td>■ evaluate cleaning schedules and procedures; modify if necessary</td>
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<td>■ review MSDSs for products in use; buy different products if necessary</td>
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<td>■ confirm proper use and storage of materials</td>
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<td>■ review trash disposal procedures; modify if necessary</td>
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<td><strong>Shipping and Receiving</strong></td>
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<tr>
<td>■ review loading dock procedures <em>(Note: If air intake is located nearby, take precautions to prevent intake of exhaust fumes.)</em></td>
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<tr>
<td>■ check pressure relationships around loading dock</td>
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<td><strong>Pest Control</strong></td>
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<td>■ consider adopting IPM methods</td>
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<td>■ obtain and review MSDSs; review handling and storage</td>
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<tr>
<td>■ review pest control schedules and procedures</td>
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<tr>
<td>■ review ventilation used during pesticide application</td>
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<tr>
<td><strong>Occupant Relations</strong></td>
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<tr>
<td>■ establish health and safety committee or joint tenant/management IAQ task force</td>
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<td>■ review procedures for responding to complaints; modify if necessary</td>
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<td>■ review lease provisions; modify if necessary</td>
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<td><strong>Renovation, Redecorating, Remodeling</strong></td>
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<td>■ discuss IAQ concerns with architects, engineers, contractors, and other professionals</td>
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<td>■ obtain MSDSs; use materials and procedures that minimize IAQ problems</td>
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<td>■ schedule work to minimize IAQ problems</td>
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<td>■ arrange ventilation to isolate work areas</td>
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<td>■ use installation procedures that minimize emissions from new furnishings</td>
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<td><strong>Smoking</strong></td>
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<td>■ eliminate smoking in the building</td>
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<td>■ if smoking areas are designated, provide adequate ventilation and maintain under negative pressure</td>
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<td>■ work with occupants to develop appropriate non-smoking policies, including implementation of smoking cessation programs</td>
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