

IAQ Management Checklist

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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.

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

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Item	Date begun or completed (as applicable)	Responsible person (name, telephone)	Location ("NA" if the item is not applicable to this building)
Plan showing airflow directions or pressure differentials in significant areas			
Inventory of significant pollutant sources and their locations			
MSDSs for supplies and hazardous substances that are stored or used in the building			
Zone/Room Record			
IAQ MANAGEMENT PLAN			
Select IAQ Manager			
Review IAQ Profile			
Assign Staff Responsibilities/ Train Staff			
Facilities Operation and Maintenance			
n confirm that equipment operating schedules are appropriate			
n confirm appropriate pressure relationships between building usage areas			
n compare ventilation quantities to design, codes, and ASHRAE 62-1989			
n schedule equipment inspections per preventive maintenance or recommended maintenance schedule			
n modify and use HVAC Checklist(s); update as equipment is added, removed, or replaced			
n schedule maintenance activities to avoid creating IAQ problems			

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Item	Date begun or completed (as applicable)	Responsible person (name, telephone)	Location ("NA" if the item is not applicable to this building)
n review MSDSs for supplies; request additional information as needed			
n consider using alarms or other devices to signal need for HVAC maintenance (e.g., clogged filters)			
Housekeeping			
n evaluate cleaning schedules and procedures; modify if necessary			
n review MSDSs for products in use; buy different products if necessary			
n confirm proper use and storage of materials			
n review trash disposal procedures; modify if necessary			
Shipping and Receiving			
n review loading dock procedures (Note: If air intake is located nearby, take precautions to prevent intake of exhaust fumes.)			
n check pressure relationships around loading dock			
Pest Control			
n consider adopting IPM methods			
n obtain and review MSDSs; review handling and storage			
n review pest control schedules and procedures			
n review ventilation used during pesticide application			

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Item	Date begun or completed (as applicable)	Responsible person (name, telephone)	Location ("NA" if the item is not applicable to this building)
Occupant Relations			
n establish health and safety committee or joint tenant/ management IAQ task force			
n review procedures for responding to complaints; modify if necessary			
n review lease provisions; modify if necessary			
Renovation, Redecorating, Remodeling			
n discuss IAQ concerns with architects, engineers, contractors, and other professionals			
n obtain MSDSs; use materials and procedures that minimize IAQ problems			
n schedule work to minimize IAQ problems			
n arrange ventilation to isolate work areas			
n use installation procedures that minimize emissions from new furnishings			
Smoking			
n eliminate smoking in the building			
n if smoking areas are designated, provide adequate ventilation and maintain under negative pressure			
n work with occupants to develop appropriate non-smoking policies, including implementation of smoking cessation programs			