

**Indoor Air Quality Design Tools for Schools**  
**Sample Format for Information on Equipment and/or Products**

	<b>Information to be Added by Design Team</b>
Title	The title of the unique equipment or product that has an impact on IAQ, but is not already addressed in the IAQ Tools for Schools Kit (e.g., "Ventilation Equipment for Zone 1, West Wing")
Potential Impact on IAQ	A short description about how this is important to the quality of air within the school
How Improper Operation affects IAQ	Briefly note how improper operation of this item can affect IAQ (e.g., "If this unit is ever turned off during occupied hours, ventilation will not be provided to this zone of the school.")
How Improper Maintenance affects IAQ	Briefly note how improper maintenance of this item can affect IAQ (e.g., "Condensate drain pan is double-sloped, and should not allow standing water, therefore algacides should not be used.")
Precautions	Note any special precautions that must be taken during operation or maintenance to ensure proper safety. Consider also adding: "Caution: these materials are not intended to provide general instruction on basic health and safety procedures such as avoiding injury from falls, electrocution, or moving parts. Operations and maintenance personnel must be properly trained in these matters as appropriate to their needs."
Tools Needed	Note any special tools needed to operate or maintain this item (e.g., "To ensure that you are receiving the minimum amount of outdoor air for proper ventilation, an airflow capture hood or pitot tube must be used to measure the airflow.")
Materials Needed	Note any special materials needed to operate or maintain this item. For example, if a unique floor material was chosen for the school because proper maintenance of the floor does not require maintenance products such as cleaners, strippers, or waxes that may cause poor IAQ, then provide details on the maintenance products, and how they can be purchased.
Operation Instructions Specific to IAQ	Provide details on how this item should be properly operated to ensure good IAQ (e.g., "This unit must be operating any time this zone is occupied. The on/off control is . . .")
Maintenance Instructions Specific to IAQ	Provide details on how this item should be properly maintained to ensure good IAQ
Troubleshooting Instructions Specific to IAQ	Provide details on how to troubleshoot problems that could be affecting IAQ
Locations within the School	Note the locations of this item either with text, or attach a map to the form. A basic floorplan, such as a typical fire escape plan on standard letter-size paper, is usually sufficient. See the information following this table for special maps on ventilation system components
For More Information	Add contact information for companies and people who would be helpful in answering questions on this item. Add any pertinent web site addresses.