

C1: IAQ Program: Manager's Oversight

Use this checklist to assign responsibilities for developing and enforcing procedures and for monitoring status and progress of your IAQ program.

Item	Responsible person (name, telephone)	Status/Notes
ASSIGN RESPONSIBILITIES AND TRAIN PERSONNEL		
IAQ Manager has been assigned		
Supervisors and staff have been trained		
Continuing education/raining program has been established		
ESTABLISH AN IAQ BASELINE		
Update building records important to an IAQ Management Plan		
"As built" blueprints are on file.		
Record of major space use changes not reflected in original design are on file.		
Summary record of major building modifications and IAQ implications is on file.		
Drawings of tenant buildouts and interior renovations are on file.		
HVAC design data, operating instructions, and manuals are on file.		
Written operating and maintenance plans and schedules are on file.		
HVAC maintenance and calibration records, testing and balancing reports are on file.		
Conduct Baseline IAQ Building Audit (Walkthrough)		
Building interior spaces have been audited.		
Mechanical systems have been audited.		
Building exterior has been audited.		
Budget for repairs based on baseline audit has been prepared.		

Item	Responsible person (name, telephone)	Status/Notes
ESTABLISH AN IAQ BASELINE (continued)		
Create Additional Baseline Records		
Plan showing airflow directions or pressure differentials in significant areas has been created.		
Inventory of significant pollutant sources and locations has been created.		
MSDSs for supplies and hazardous substances that are stored or used in building are on file.		
Record of outdoor air quantities required at each OA intake to meet applicable standard (e.g. ASHRAE 62-1989) are on file.		
Record of outdoor air quantities measured at OA intakes are on file.		
Inventory of equipment control settings and operating schedules		
Document describing areas where positive or negative pressure should be maintained has been created.		
Historical occupant complaint records, complaint areas, and complaint resolution are on file.		

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ESTABLISH PROTOCOLS (POLICIES) TO MANAGE SIGNIFICANT POLLUTION SOURCES		
Remodeling and renovation protocol has been established.		
Painting protocol has been established.		
Pest control protocol has been established.		
Shipping and receiving protocol has been established.		
Smoking policy has been established.		
ESTABLISH IAQ HOUSEKEEPING AND MAINTENANCE PLANS AND SCHEDULES		
IAQ features have been incorporated into written housekeeping plans/protocols and housekeeping schedules .		
IAQ features have been incorporated into written maintenance plans/protocols and maintenance schedules.		
ESTABLISH COMMUNICATION PROTOCOLS		
Establish Complaint-Response Procedures		
Written complaint procedures occupants should follow have been established.		
Written procedures for diagnosing and responding to complaints have been established.		
Establish Communication Policies		
Written notification procedure for major activities affecting occupants has been established.		
Occupants have been informed in writing of complaint-response process .		
Procedures for informing occupants of progress in diagnosing major problems and complaints have been established.		

I-BEAM: MANAGER'S IAQ OVERSIGHT AND INSPECTIONS
Program Development and Implementation

Item	Responsible person (name, telephone)	Status/Notes
CONDUCTING PERIODIC OVERSIGHT INSPECTIONS		
Oversight Walkthrough Inspections		
Inspections of indoor spaces completed		
Inspections of HVAC system completed		
HVAC setpoints and operating schedules have been monitored.		
Source Control Protocol Monitoring		
Remodeling and renovation protocol implementation has been monitored.		
Painting protocol implementation has been monitored.		
Pest control protocol implementation has been monitored.		
Shipping and receiving protocol implementation has been monitored.		
Smoking policy implementation has been monitored. .		
Communications Protocol Monitoring		
Handling of occupant complaints has been monitored.		
Notifications and communications to occupants have been monitored.		