

IBEAM: IAQ COMPLAINT- RESPONSE RECORDS
Occupant Diary

D4: IAQ Occupant Diary

Occupants may need to keep a diary to record the time, place, and circumstances surrounding the occurrence of symptoms or problems to help determine the cause and find a solution.

Occupant Name _____ Phone _____

Building Name _____ Address _____

Room Number/Location _____

Date Time	Location	Symptom	Intensity 1 Duration 2	Own 3 Activity	Environmental Conditions 4	Other Activities5 or Comments

- 1: How severe were the symptoms on a scale of 1(mild) to 5(very bad)
- 2: How long did the symptom last
- 3: What were you doing at the time the symptoms first occurred (e.g. reading, drawing, copying)
- 4: Include any adverse air quality conditions: e.g. too hot/cold, odor, glare, drafts etc.
- 5: What else was happening near by (e.g. use of printer, vacuuming, cooking etc.)

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