###### 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.

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| **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. | |  |  |

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| **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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| **Item** | **Responsible person**  (name, telephone) | **Status/Notes** |
| ESTABLISH PROTOCOLS (POLICIES) TO MANAGE SIGNIFICANT POLLULTION 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. |  |  |

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| 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. |  |  |