

C1: IAQ Program: Manager’s Oversight

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

| Item | Responsible person (Title) | Status/Notes | | |
|--|-------------------------------|--------------|-----------------------|-----------------------------|
| ASSIGN RESPONSIBILITIES AND TRAIN PERSONNEL | | | | |
| IAQ Managers have been assigned | District: Building Level: | | | |
| Supervisors and staff have been trained | District: Building Level: | Topics: | | |
| | | Audience: | | |
| | | Frequency: | | |
| Continuing education/training program has been established | District: Building Level: | Topics: | | |
| | | Audience: | | |
| | | Frequency: | | |
| ESTABLISH AN IAQ BASELINE | | | | |
| Update building records important to an IAQ Management Plan | | | | |
| Type of Plans/Records/Documents | Responsible person (Title) | Status/Notes | Hard Copy Location | Electronic Copy Location |
| original blueprints | | | | |
| as built drawings | | | | |
| renovation plans | | | | |
| building layouts | | | | |
| major space use changes not in original design | | | | |
| major building modifications and IAQ implications | | | | |
| Drawings of buildouts and renovations | | | | |
| HVAC design, operating instructions, and manuals | | | | |
| HVAC preventative maintenance plans/schedules | | | | |
| HVAC maintenance and calibration records, testing and balancing reports | | | | |
| HVAC systems, components, filters inventory | | | | |
| Energy Audit Protocols | | | | |
| preventative maintenance procedures for HVAC | | | | |

This tool has been modified from the EPA IBEAM Program by Lynn Rose in June 2013 for use in the PVAC “Breathing Easy” IAQ Program.

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|---|---------------------------------------|---------------------|-------------------|
| integrated into custodial work or vendor contracts | | | |
| Conduct Baseline IAQ Building Audit (Walkthrough) | | | |
| Type of Audit Plans/Records | Responsible person (Title) | Status/Notes | Next Steps |
| Audits - Building interior spaces | | | |
| Audits - Mechanical systems | | | |
| Audits - Building exterior | | | |
| Budget for repairs based on audit outcomes | | | |
| Create Additional Baseline Records | | | |
| Energy Management Systems | | | |
| Plan showing airflow directions or pressure differentials in significant areas | | | |
| Inventory of significant pollutant sources and locations | | | |
| MSDSs for supplies and hazardous products | | | |
| Outdoor air quantities required at each OA intake to meet standard (e.g. ASHRAE 62-1989) | | | |
| Record of outdoor air quantities measured at OA intakes | | | |
| Inventory of equipment control settings and operating schedules | | | |
| Document describing areas where positive or negative pressure should be maintained | | | |
| Historical occupant complaint records, complaint areas, and complaint resolution are on file. | | | |

| Item | Responsible person (Title) | Status/Notes | Next Steps |
|--|-------------------------------|--------------|------------|
| ESTABLISH STANDARDS, POLICIES AND PROTOCOLS TO MANAGE SIGNIFICANT POLLUTION SOURCES | | | |
| Painting, Remodeling and Renovation | | | |
| Remediation of Biological Contaminants (mold, guano, bird waste) | | | |
| Integrated Pest Management Plan | | | |
| Pollutants from Outside – Idling emissions, Radon, Vapor Intrusion (hazardous waste releases) | | | |
| Asbestos Management Plan (AHERA) | | | |
| Products From Home and Donation | | | |
| Purchasing Standards - Products Used for Cleaning, Curriculum, Maintenance, etc. | | | |
| Purchasing Standards - Furniture, Furnishings and Equipment (FFE) – reduced toxicity | | | |
| Purchasing Standards - Cleaning Equipment (e.g. HEPA Vacuums, microfiber, product dispensing) | | | |
| Other: | | | |
| ESTABLISH IAQ HOUSEKEEPING AND MAINTENANCE PLANS AND SCHEDULES | | | |
| IAQ features have been incorporated into written housekeeping plans/protocols/schedules . | | | |
| IAQ features have been incorporated into written maintenance plans/protocols/schedules. | | | |
| ESTABLISH COMMUNICATION PROTOCOLS | | | |
| Establish Written Complaint-Response Procedures | | | |
| Complaint Reporting Procedures | | | |
| Complaint Resolution | | | |
| IAQ Emergency Response | | | |

| Establish Communication Policies | | | |
|---|---------------------------------------|---------------------|-------------------|
| Item | Responsible person (Title) | Status/Notes | Next Steps |
| Written procedure for notification and update of major activities affecting occupants | | | |
| Occupants have been informed in writing of complaint-response process . | | | |
| Teachers, staff, students and parents are made aware of the role their activities affect the proper operation of the HVAC system. | | | |