

IAQ Field Report

JOB: _____

Date: _____ Weather Conditions: _____ Report No. _____

Work in Progress: _____

The following report shall be used to document compliance with LEED EQ credit 3. It is based upon the Sheet Metal and Air Conditioning Contractor's National Association (SMACNA) Guidelines and the project's Indoor Air Quality Plan.

Notes:

- Not all items listed will pertain to all projects.
- Photos shall accompany this report and must be dated and labeled with SMACNA measure.
- Photos must address a minimum of three SMACNA measures listed below, and must occur during at least 3 different phases of construction.

Control Measures Checklist

The following checked measures are in place:

SMACNA 3.2.1 – HVAC Protection: Return Side

☐ Protection of return side openings – sealed with plastic.

SMACNA 3.2.3 – HVAC Protection: Supply Side

☐ Protection of diffusers and window unit openings – sealed with plastic.

SMACNA 3.2.4 - HVAC Protection: Duct Cleaning

☐ Cleaning of ductwork with excessive dust or debris.

SMACNA 3.3.1 – Source Control: Product Substitution

☐ Low-emitting products/materials on-site.

SMACNA 3.3.2 - Source Control: Modifying Equipment Operation

☐ Restricting traffic volume or prohibiting idling of motor vehicles where emissions could be drawn into building – parking, etc. away from the building.

☐ Use of electric equipment when feasible.

SMACNA 3.3.4 – Source Control: Local Exhaust

☐ Pollution sources directly exhausted to outside through an installed exhaust system or a portable fan vented to exterior.

SMACNA 3.3.6 – Source Control: Cover or Seal

- ☐ Reduce exposed surfaces that emit VOCs. Examples:
- Containers of wet products kept closed.
 - Covering of materials which release odors or dust.

SMACNA 3.4 – Pathway Interruption

- ☐ Erect barriers to contain construction area – dust curtains, etc.
- ☐ Relocate pollutant sources – move pollutant sources as far from openings and intakes as possible.
- ☐ Temporarily seal the building.

SMACNA 3.5 – Housekeeping

- ☐ Suppress dust with wetting agents or sweeping.
- ☐ Ensure all surfaces are kept clean.
- ☐ Remove spills or excess applications of solvent-containing products as soon as possible.
- ☐ Removing accumulated water and keep areas dry.
- ☐ Vacuum with HEPA filtered vacuum cleaners.
- ☐ Protect porous materials such as insulation from exposure to moisture.
- ☐ Cover stored materials.

MANDATORY

On Site Stored Materials: Verify that all materials stored on site are protected (Y/N): _____

No Smoking: Verify that no smoking is in effect inside the building and within 25 feet of all openings (Y/N): _____

Filters: If HVAC system is in operation, verify value of filters installed at each return air grille (MERV rating): _____

Filter Manufacturer: _____ Model No.: _____ Date of Replacement: _____

Actions Required _____

Report By: __ Contractor __ Owner __ Architect __ LEED AP