**IAQ Checklist for Construction, Renovation & Maintenance Projects**

**Green Buildings Start with SMCNA IAQ Guidelines During Construction**

### The Project

- **Project's name**: 
- **Construction/maintenance company**: 
- **Manager's name**: 
- **Date (beginning-end)**: 
- **Phone #**: 
- **Building name and #**: 
- **Email address**: 

### You are using

- **Building materials**:  
  - Concrete  
  - Roofing  
  - Drywall/joint compounds  
  - Insulation  
  - Epoxy flooring  
  - Wood  
  - Cove base  
  - Fireproofing  

- **Wet products**:  
  - Paints  
  - Glazing compounds  
  - Architectural coatings  
  - Caulking  
  - Acid finish  
  - Grouting  
  - Adhesives  

- **Furnishing**:  
  - Carpeting  
  - Furniture  
  - Other flooring  
  - Partitions  
  - Wall covering  

- **Equipment**:  
  - Generator  
  - Mixer  
  - Saw  
  - Sanders  
  - Sanding  
  - Rivet cutting  
  - Cutting torch  
  - Portable heater  
  - Welder  
  - Forklift  
  - Troweling machine  
  - Conveyor  
  - Pressure washer  
  - Scrubber  
  - Pesticides  
  - Solvents  
  - Fuels  

- **Splinters**:  
  - Cleaning agents  
  - Solvents  
  - Cleaning agents  

- **Other equipment based on combustion**:  
  - Other equipment based on combustion such as propane or powder activation

### Before starting work

- **How will you protect the HVAC system and stop contaminates from travelling to occupied areas?**

  1. **Locate HVAC system**  
     - **Attach plans or drawing**: 
     - **HVAC Fresh Air intakes (outside bldg)**: 
     - **Supplies Describe**: 
     - **Returns Describe**: 
     - **Plenums Describe**: 

  2. **Seal the HVAC system**:  
     - **Who did it?**: 
     - **When?**: 

  3. **Check if there are temporary (construction related) or permanent cross-connections**

     - **No**  
     - **Yes**  
     - **Where?**: 

  4. **Check if there are penetrations and seal**:  
     - **The work area should be under negative pressure; Exhaust at least 10% more air than supplied**  

  5. **Check pressure of work area (tissue, smoke tube, digital manometer)**:  
     - **Call Risk Management for assistance**  

  6. **Park cars, trucks, cranes, etc. >30’ from HVAC Fresh Air Intakes**

### Building's occupants

- **Students or Children**:  
  - Pregnant women  

- **Patients**:  
  - Sensitive people (asthmatic…)

- **They have been informed**:  
  - They have been relocated

### During work

- **Keep doors closed**:  

- **Minimize the workers’ movements to occupied areas**:  

- **Use monitors to check levels of CO, VOC’s and dusts**:  

- **Compare levels with OSHA/ACGIH occupational exposure limits**:  

- **Check daily the isolation of HVAC system**:  

- **Use less polluting products**:  

- **Use tools with HEPA vacuum attached**:  

- **Clean work area daily (avoid dry sweeping)**:  
  - Mop, HEPA-vac, squeegee  

- **Keep containers of volatile chemical products closed**:  

- **Park vehicles far away from HVAC Fresh Air Intakes**