

**IAQ Checklist for Construction, Renovation & Maintenance projects
Green Buildings Start with SMCNA IAQ Guidelines During Construction**

The Project

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

You are using

<input type="checkbox"/> Building materials	<input type="checkbox"/> Wet products	<input type="checkbox"/> Furnishing	<input type="checkbox"/> Equipment	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Paints	<input type="checkbox"/> Carpeting	<input type="checkbox"/> Generator	<input type="checkbox"/> Mixer
<input type="checkbox"/> Roofing	<input type="checkbox"/> Glazing compounds	<input type="checkbox"/> Furniture	<input type="checkbox"/> Saw	<input type="checkbox"/> Sanders
<input type="checkbox"/> Drywall/joint compounds	<input type="checkbox"/> Architectural coatings	<input type="checkbox"/> Other flooring	<input type="checkbox"/> Compressors	<input type="checkbox"/> Sanding
<input type="checkbox"/> Insulation	<input type="checkbox"/> Caulking	<input type="checkbox"/> Partitions	<input type="checkbox"/> Welder	<input type="checkbox"/> Rivet cutting
<input type="checkbox"/> Epoxy flooring	<input type="checkbox"/> Acid finish	<input type="checkbox"/> Wall covering	<input type="checkbox"/> Forklift	<input type="checkbox"/> Cutting torch
<input type="checkbox"/> Wood	<input type="checkbox"/> Grouting	<input type="checkbox"/> Chemical mixtures	<input type="checkbox"/> Troweling machine	<input type="checkbox"/> Portable heater
<input type="checkbox"/> Cove base	<input type="checkbox"/> Adhesives	<input type="checkbox"/> Solvents	<input type="checkbox"/> Conveyor	<input type="checkbox"/> Welder
<input type="checkbox"/> Fireproofing	<input type="checkbox"/> Sealants	<input type="checkbox"/> Fuels	<input type="checkbox"/> Pressure washer	<input type="checkbox"/> Pitch kettle
<input type="checkbox"/> Discovered mold in work area		<input type="checkbox"/> Cleaning agents	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> Soldering gun
<input type="checkbox"/> Work producing mold emissions		<input type="checkbox"/> Pesticides	<input type="checkbox"/> Scrubber	<input type="checkbox"/> Other equipment based on combustion such as propane or powder activation
<input type="checkbox"/> Work producing bacteria emissions (i.e. bird or bat droppings)				

Before starting work

How will you protect the HVAC system and stop contaminants from travelling to occupied areas?

Locate HVAC system Attach plans or drawing _____

HVAC Fresh Air intakes (outside bldg) Describe _____

Supplies Describe _____

Returns Describe _____

Plenums Describe _____

Seal the HVAC system Who did it? _____ When? _____

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

No

Yes Where? _____

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

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

Park cars, trucks, cranes, etc. >30' from HVAC Fresh Air Intakes

Building's occupants

Students or Children Pregnant women They have been informed

Patients Sensitive people (asthmatic...) They have been relocated

During work

<input type="checkbox"/> Keep doors closed	<input type="checkbox"/> Use less polluting products
<input type="checkbox"/> Minimize the workers' movements to occupied areas	<input type="checkbox"/> Use tools with HEPA vacuum attached
<input type="checkbox"/> Use monitors to check levels of CO, VOC's and dusts	<input type="checkbox"/> Clean work area daily (avoid dry sweeping) Mop, HEPA-vac, squeegee
<input type="checkbox"/> Compare levels with OSHA/ACGIH occupational exposure limits	<input type="checkbox"/> Keep containers of volatile chemical products closed
<input type="checkbox"/> Check daily the isolation of HVAC system	<input type="checkbox"/> Park vehicles far away from HVAC Fresh Air Intakes