



Sample Template

IAQ Construction Management Checklist Template

Project Name _____ Date _____

Address _____

Completed by _____

Item	Date Begun or Completed	Responsible Party	Location (NA if not applicable)	Comment
List of responsible staff and/or contractors, evidence of training, and job descriptions posted				
HVAC Protection During Construction (As applicable to project)				
MERV Filter for air supply intake when in use				
MERV filter at return air opening system when in use				
Filters replaced when loaded during construction				
Filters replaced prior to IAQ testing, flushout, and prior to occupancy				
Supply diffusers sealed off during dust producing work				
Supply diffusers and return air system opening sealed off when HVAC system is not in use to prevent accumulation of dust and debris				



Sample Template

Item	Date Begun or Completed	Responsible Party	Location (NA if not applicable)	Comment
Mechanical room not used for storage of construction or waste materials				
Periodic dust inspection conducted during construction activities				
Ducts professionally cleaned				
Source Control				
Low VOC products used in accordance with specifications				
No idling of motor vehicles where emissions may be drawn into building				
Equipment cycled off when not in use				
Pollutant sources exhaust to outside of building and prevented from recirculating back into building				
Containers containing wet products are kept covered to the extent practical				
Containers of waste material that release dust or odors are kept covered				
On site stored materials protected from elements to prevent absorption of moisture				



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Item	Date Begun or Completed	Responsible Party	Location (NA if not applicable)	Comment
Pathway Interruption				
Dust curtains or temporary enclosures provided to prevent dust from migrating to other areas				
Pollutant sources located as far as possible from occupied areas where feasible				
Work areas isolated to prevent contaminate of clean or occupied areas				
Outside air used to exhaust contaminated air directly to outside during installation of VOC emitting materials				
Construction Housekeeping				
HVAC equipment cleaned regularly to remove contaminants prior to occupancy				
Coils, filters, fans, ductwork kept clean during installation; cleaned prior to occupancy				
Dust suppressed and minimized; effective dust collection methods used				
Water not allowed to accumulate; porous materials protected				



Sample Template

Item	Date Begun or Completed	Responsible Party	Location (NA if not applicable)	Comment
Interior surfaces thoroughly cleaned prior to replacing HVAC filters and balancing and testing HVAC system				
Scheduling				
High pollutant activities scheduled prior to installation of absorbent materials				
End of Sample Checklist				