

PROJECT NAME

Project #: ##-#####

**Indoor Air Quality Plan**

DATE

**Project** \_\_\_\_\_**Completed by:** \_\_\_\_\_

(Name &amp; Company)

**Date:** \_\_\_\_\_

This plan describes the measures to be taken to provide good indoor air quality (IAQ) during construction and after construction is complete and the occupants have moved into the building. This plan is based on the SMACNA standard "IAQ Guidelines for Occupied Buildings under Construction" and the requirements of the LEED.

It is not the intent of this document to replace or supersede OSHA regulations as to safe construction workplace practices. It remains the responsibility of the Construction Manager and the individual sub-contractors to maintain safe building and site operations. Addition precautions may be necessary when hazardous materials are present.

The plan will address construction IAQ by recommending procedures in five areas of concern, which in turn will allow the building to achieve two LEED program points:

- HVAC system protection
- Containment source control
- Pathway interruption
- Housekeeping
- Scheduling

The following describes the specific measures to be performed in each area of concern:

1. HVAC Protection

- During construction, provide MERV 13 filters for supply air intake when in use. Provide MERV 8 filters at the return air system openings when in use. Perform frequent maintenance when the HVAC system is being utilized and replace filters as they become loaded, prior to building flushout, and prior to occupancy.
- When performing construction activities that produce dust, such as drywall sanding, concrete cutting, masonry work, wood sawing or adding insulation, seal off the supply diffusers and return air system openings completely for the duration of the task.
- Shut down and seal off the supply diffusers and return air ducts during any demolition operations.
- Whenever the HVAC system is not used during construction, seal off the supply diffusers and return air system openings to prevent the accumulation of dust and debris in the duct system.
- Do not use the mechanical rooms to store construction or waste materials. Keep rooms clean and neat.
- Provide periodic duct inspections during construction; if the ducts become contaminated due to inadequate protection, clean the ducts professionally in accordance with NADCA (National Air Duct Cleaning Association) standards.
- The General Contractor shall take photographs showing measures in place.

2. Source Control

- Use low VOC products as indicated by the specifications to reduce potential problems.
- Restrict traffic volume and prohibit idling of motor vehicles where emissions could be drawn into the building.

PROJECT NAME

Project #: ##-#####

- Utilize electric or natural gas alternatives for gasoline and diesel equipment where possible and practical. Use low-sulfur diesel in lieu of regular diesel.
- Cycle equipment off when not being used or needed.
- Exhaust pollution sources to the outside with portable fan systems. Prevent exhaust from recirculating back into the building from construction equipment outside the building.
- Keep containers of wet products closed as much as possible. Cover or seal containers of waste materials that can release odor or dust.
- Protect stored on-site or installed absorptive building materials from weather and moisture; wrap with plastic and seal tight to prevent moisture absorption.
- The General Contractor shall take photographs showing measures in place.

### 3. Pathway Interruption

- Provide dust curtains or temporary enclosures to prevent dust from migrating to other areas when applicable.
- Locate pollutant sources as far away as possible from supply ducts and areas occupied by workers when feasible. Supply and exhaust systems may have to be shut down or isolated during such activity.
- During construction, isolate areas of work to prevent contamination of clean or occupied areas. Pressure differentials may be utilized to prevent contaminated air from entering clean areas.
- Depending on weather, ventilation using 100% outside air will be used to exhaust contaminated air directly to the outside during installation of VOC emitting materials.

### 4. Housekeeping

- Provide regular cleaning concentrating on HVAC equipment and building spaces to remove contaminants from the building prior to occupancy.
- All coils, air filters, fans and ductwork shall remain clean during installation and, if required, will be cleaned prior to performing the testing, adjusting and balancing of the systems.
- Suppress and minimize dust with wetting agents or sweeping compounds. Utilize efficient and effective dust collecting methods such as a damp cloth, wet mop, or vacuum with particulate filters, or wet scrubber.
- Remove accumulations of water inside the building. Protect porous materials such as insulation and ceiling tile from exposure to moisture.
- Thoroughly clean all interior surfaces prior to replacing filters and running HVAC system for system balancing, commissioning and building flushout.
- Provide photographs of the above activities during construction to document compliance.

### 5. Scheduling and Construction Activity Sequence

- Schedule high pollution activities that utilize high VOC level products (including paints, sealers, insulation, adhesives, caulking and cleaners) to take place prior to installing highly absorbent materials (such as ceiling tiles, gypsum wall board, fabric furnishing, carpet and insulation, for example). These materials will act as 'sinks' for VOCs, odors and other contaminants, and release them later after occupancy.

## PLANNING AND INSPECTION CHECKLISTS

The planning and inspection checklists included in this document are useful to ensure construction IAQ management is planned and implemented correctly. The planning checklist should be completed by the contractor prior to construction. The inspection checklists should be completed monthly to confirm the IAQ management plan is being followed. At the time of inspection, photographs should be taken to support the checklist and to provide audit documentation for the USGBC.

PROJECT NAME

Project #: ##-#####

**University of Colorado Anschutz | Denver IAQ**

**DATE**

**Planning Checklist**

(Must be completed weekly)

**Project** \_\_\_\_\_

**Completed by:** \_\_\_\_\_  
(Name & Company)

**Date:** \_\_\_\_\_

**1. HVAC Protection**

- MERV 13 filters at supply air intake
- MERV 8 filters at return air openings
- Seal supply diffusers and return air during demolition
- Seal supply diffusers and return air openings during construction
- Mechanical rooms clean and neat
- Periodic duct inspections during construction
- General Contractor to document with photographs

**2. Source Control**

- Low/no VOC products as indicated by specifications
- Restrict vehicle traffic volume and prohibit idling
- Utilize electric or natural gas alternatives for gasoline and diesel
- Cycle equipment off when not being used or needed
- Exhaust pollution sources to the outside
- Keep containers of wet products closed
- Cover or seal containers of waste materials
- Protect absorptive building materials from weather and moisture
- Prevent fume migration from construction vehicles and equipment into adjacent buildings
- General Contractor to document with photographs

**3. Pathway Interruption**

- Provide dust curtains or temporary enclosures
- Locate pollutant sources as far away as possible from supply dusts and areas occupied by workers
- General Contractor to document with photographs
- Isolate areas of work to prevent contamination of clean or occupied areas
- When using VOC emitting materials ventilate using 100% outside air

PROJECT NAME

Project #: ##-#####

- General Contractor to document with photographs

**4. Housekeeping**

- Provide regular cleaning, including HVAC equipment
- If necessary clean HVAC equipment prior to testing, adjusting and balancing the systems
- Suppress and minimize dust with wetting agents or sweeping compounds
- Remove accumulations of water inside the building
- Protect porous materials
- General Contractor to document with photographs

**5. Scheduling and Construction Activity Sequence**

- Schedule high pollution activities prior to installing absorbent materials
- General Contractor to document with photographs

I confirm the checked activities to be proceeding according to the Construction Indoor Air Quality Plan. Items that are not checked will be addressed, initialed and dated once corrective actions have been taken. Items that are not applicable are labeled as such.

Signed: \_\_\_\_\_  
(Contractor)

Date: \_\_\_\_\_

PROJECT NAME

Project #: ##-#####

**University of Colorado Denver | Anschutz IAQ**

DATE

**Inspection Checklist**

(Must be completed weekly)

**Project** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

(Name & Company)

**Date:** \_\_\_\_\_

**1. HVAC Protection**

- MERV 13 filters at supply air intake
- MERV 8 filters at return air openings
- Seal supply diffusers and return air during demolition
- Seal supply diffusers and return air openings during construction
- Mechanical rooms clean and neat
- Periodic duct inspections during construction
- General Contractor to document with photographs

**2. Source Control**

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PROJECT NAME

Project #: ##-#####

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Signed: \_\_\_\_\_  
(Contractor)

Date: \_\_\_\_\_