**Building Name: Indoor Air Quality Baseline Audit Report**

**I.** **Introduction**

An indoor air quality (IAQ) baseline audit was performed on [Date] at [Building Name] to identify and remedy potential indoor air quality problems.

**II. Background**

The LEED project team assigned [Name] to be the IAQ Manager responsible for conducting the audit. S/He and other members of the engineering team are responsible for communicating about IAQ-related issues with building occupants. [Name] reviewed the modules of EPA’s “Indoor Air Quality Building Education and Assessment Model (I-BEAM)”, including:

* Fundamentals of IAQ in Buildings
* Diagnosing and Solving Problems
* Renovation and New Construction
* Managing for Indoor Air Quality
* Training Supervisors and Staff
* Establishing Written Plans and Protocols
* Establishing a Communications Program

The LEED consultant also provided educational training on I-BEAM audit principles, approach, and benefits prior to commencing the audits.

**III. Audit Procedure**

The IAQ Manager conducted the baseline audit by observing and noting the conditions of the building exterior, HVAC systems, and indoor spaces. The I-BEAM forms were used to conduct the audit. The audit inspection consisted of obvious visual problems, abnormal noises, and noticeable odors.

The building exterior portion of the audit focused on:

* Identifying flaws in the building shell
* Problems with outdoor air intake and dampers in air handling units (AHU)
* General odors or pollutants emitted from outdoor sources

The HVAC systems component of the audit focused on:

* The mixing plenum and dampers in AHU
* Filters
* Heating coils in the AHU
* Cooling coils and condensate pans in AHU
* Outdoor air intakes
* Mechanical room
* HVAC controls
* Air ducts and air plenums
* Diffusers, grilles, and registers
* Fans and fan chambers
* Exhaust fans in special use areas
* Terminal boxes
* Fan coil unit, unit ventilator and induction units
* Heat pump
* Chiller
* Condensing equipment (cooling tower)
* Emergency generator
* Elevator and stairwells
* Air compressor and pneumatic system

The indoor spaces portion of the audit assessed general conditions, including:

* Air quality and flow
* Thermal comfort
* Lighting quality
* Acoustics
* Cleanliness
* Humidity
* Floor and ceiling quality
* Furnishings
* Weather stripping

After the baseline audit, the IAQ Manager will re-inspect the building exterior, HVAC systems, and indoor spaces at least once every five years monitor the status of documented problems and evaluate new IAQ issues.

**IV. Results**

[Describe the results of the audit. Example below.]

The audit results showed that the building shell, outdoor air intakes, and dampers at the AHUs are in good shape and are well maintained. No abnormal noises or odors were found in the course of the audit. The equipment, interior spaces, and exterior spaces are free of algae, mold, and other pollutants.

Several IAQ-related issues were identified during the audit and are listed in the table below. The no-cost issue was resolved on the date noted in the table. The issues requiring expenditure (low-cost and capital) are in the process of being addressed and will be fully remedied within the timeframe noted to ensure optimal IAQ.

**Log of IAQ Issues and Remediation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of IAQ Issue** | **Remediation Strategy** | **Type of Issue** | **Date Completed / Timeline** |
| Bird screens need cleaning | Blow out screens | No-cost | Completed on [Date] |
| Dock door is missing sweep | Install sweep | Low-cost | Completion planned for [Date] |
| Two outside air dampers are not functioning properly | Replace damper actuators | Capital | Completion planned for [Date] |
| Window weather stripping on floors 6 and 7 need replacement  | Install weather stripping | Capital | Completion planned for [Date] |

**V. Communicating with Occupants**

[Describe the processes / systems used to communicate with occupants about IAQ issues.]

Example: The building uses a very simple and effective system for monitoring occupant air quality complaints. Occupants log complaints through the electronic work order system on the employee intranet. The system allows occupants to include details about the problem(s) and even upload supporting documentation such as pictures. Operating engineers complete the work orders in a timely manner, and employees can track the progress in resolving the issue they reported. After an issue is remedied, every work order and IAQ complaint is electronically archived and accessible by all employees.