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| ***Instructions to complete the template for your Indoor Air Quality Monitoring Plan Guidelines for Tenants***  *All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*   1. *Replace all* [blue text in brackets] *in the document with building specific information.* 2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.* 3. *Additional Resources[[1]](#footnote-2) can be found here:*  * [*IAQ Checklist*](https://www.epa.gov/sites/production/files/2014-08/documents/mgmtlist.pdf) *(US EPA)* * *Example of* [*IAQ Housekeeping Activities*](https://www.epa.gov/sites/production/files/2014-08/documents/housekeeping_tasks.pdf) *(US EPA)* * [*IAQ Maintenance Inspection Form*](https://www.epa.gov/sites/production/files/2014-08/documents/om_periodic_inspections.pdf) *(US EPA)* * [*Indoor Air Quality Guide*](https://www.ashrae.org/technical-resources/bookstore/indoor-air-quality-guide) *(ASHRAE)*  1. *Delete all grey italic text when you have filled all relevant sections with building specific information.* 2. *Complete the Checklist below to confirm your Indoor Air Quality Monitoring Plan Guidelines for Tenants meets the BEST Practice requirements.* |

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| ***Checklist***  *The Indoor Air Quality Monitoring Plan Guidelines for Tenants must contain the following elements as it pertains to the indoor air / ventilation systems owned / managed by tenants:*  *Competency requirements for the person developing the plan for the tenant*  *IAQ goals including targets for air quality parameters*  *Identification of relevant HVAC system impacted by IAQ goals*  *Schedule for relevant HVAC inspection and preventative maintenance tasks* |

**INDOOR AIR QUALITY MONITORING PLAN GUIDELINES FOR TENANTS**

[Insert Building Name and / or Address]

[Insert Name of Tenant Organization]

[insert Description of Tenant Space – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Tenant Plan was created / most recent date it was reviewed]

# Introduction and Purpose

Indoor Air Quality (IAQ) is achieved through the selection of appropriate and achievable air quality goals, regular surveillance and testing to verify HVAC performance and hygiene, efficient and effective procedures for addressing occupant IAQ concerns, and training for all relevant tenant maintenance personnel.

# Responsibilities

[Insert Name], Tenant Facility Manager ([Insert Name of Tenant Organization]) of [Insert Location of Tenant Space, Building Name], is responsible for the following:

* Identify appropriate person to prepare the Indoor Air Quality Monitoring Plan. [Insert Name], [Insert Title or Role of Specialist] from [Insert Name of Specialist Organization] has been identified to prepare the Indoor Air Quality Monitoring Plan

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| *Identify a specialist (may be a third-party consultant) to create the Indoor Air Quality Monitoring Plan. The following competencies are required at a minimum:*   * *Adequate qualifications: the person has a good working knowledge and understanding of the legislation surrounding indoor environmental quality (i.e., training certificates or educational background in hygiene, occupational health and safety, environmental engineering, building science or similar);* * *Suitable training: the person must have training that is appropriate to implementing an indoor environmental quality monitoring program and which comply with regional minimum safety training requirements; and* * *Sufficient experience: the person must have enough experience to safely perform the work without supervision or with only a minimal degree of supervision.* |

* Oversee the implementation of the Tenant IAQ Monitoring Plan, conducting annual reviews of the Plan’s effectivity and executing updates as required.

The appointed Tenant IAQ Manager is responsible for the following:

* Prepare the Tenant IAQ Monitoring Plan,
* Identify the HVAC systems impacted by IAQ,
* In consultation with tenant facility management team, define IAQ goals for the tenant space,
* Schedule HVAC inspection and preventative maintenance tasks.
* Execute the IAQ Monitoring Plan’s implementation, see **Appendix**[[2]](#footnote-3).

# Strategy

## Tenant IAQ Management Approach

The Tenant IAQ Manager will:

[Delete or add bullets as applicable

* Collect and Review Existing Records
  + HVAC design data, operating instructions and manuals
  + HVAC maintenance and calibration records, testing and balancing reports
  + Inventory of locations where occupancy, equipment, or tenant space use has changed
  + Inventory of complaint locations
* Conduct Regular Walkthrough Inspections of the tenant space to
  + Identify areas where positive or negative pressure should be maintained
  + Record locations that need monitoring or correction
* Collect Detailed Information (as needed)
  + Inventory of HVAC system components needing repair, adjustment, or replacement
  + Record of control settings and operating schedules
  + Plan showing airflow directions or pressure differentials in significant areas
  + Inventory of significant pollutant sources and their locations
  + SDSs for supplies and hazardous substances that are stored or used in the tenant space]

*Edit as applicable to the respective tenant spaces in the building.*

## IAQ Goals

[The following are suggested performance goals for IAQ for frequently occupied indoor spaces.

* Carbon dioxide not exceeding 700 ppm above ambient (ASHRAE 62.1);
* Carbon monoxide not exceeding 9 ppm (ASHRAE 62.1);
* Total volatile organic compound concentrations do not exceed 1000 µg/m3 (440 ppb) (Health Canada);
* PM10 does not exceed 50 µg/m3 (ASHRAE 62.1);
* Temperature in the range of 21 – 27 C°, taking into account seasonal variances, relative humidity (ASHRAE 55);
* Relative humidity in the range of 30-60% (USEPA I-BEAM) or more than 20% (CSA);
* HVAC system interiors are in good general condition, clean, free of standing water and debris, and have no visible suspect mould growth.]

*Modify the bullets above as applicable to the respective tenant spaces in the building. If other local regulations exist for IAQ management, the most stringent will apply.*

## IAQ Monitoring

Conduct periodic maintenance inspections to monitor building IAQ performance.

# Time Period

This plan was implemented on [Insert Date] and will be reviewed and updated at least once a year.

Appendix: Tenant IAQ Management Plan[[3]](#footnote-4)

*Edit as applicable to the respective tenant spaces.*

| **Item** | **Date begun or completed (as applicable)** | **Responsible person (name, telephone)** | **Location ("NA" if the item is not applicable to this building)** |
| --- | --- | --- | --- |
| **Facilities Operation and Maintenance** | | | |
| Confirm that equipment operating schedules are appropriate |  |  |  |
| Confirm appropriate pressure relation- ships between tenant space usage areas |  |  |  |
| Compare ventilation quantities to design, codes, and ASHRAE 62-1989 |  |  |  |
| Schedule equipment inspections per preventive maintenance or recommended maintenance schedule |  |  |  |
| Modify and use HVAC Checklist(s); update as equipment is added, re-  moved, or replaced |  |  |  |
| Schedule maintenance activities to avoid creating IAQ problems |  |  |  |
| Review SDSs for supplies; request additional information as needed |  |  |  |
| Consider using alarms or other devices to signal need for HVAC maintenance (e.g., clogged filters) |  |  |  |
| **Housekeeping** | | | |
| Evaluate cleaning schedules and procedures; modify if necessary |  |  |  |
| Review SDSs for products in use; buy different products if necessary |  |  |  |
| Confirm proper use and storage of materials |  |  |  |
| Review trash disposal procedures; modify if necessary |  |  |  |
| **Shipping and Receiving** | | | |
| Review loading dock procedures  (Note: If air intake is located nearby, take precautions to prevent intake of exhaust fumes.) |  |  |  |
| Check pressure relationships around loading dock |  |  |  |
| **Pest Control** | | | |
| Consider adopting Integrated Pest Management methods |  |  |  |
| Obtain and review SDSs; review handling and storage |  |  |  |
| Review pest control schedules and procedures |  |  |  |
| Review ventilation used during pesticide application |  |  |  |
| **Occupant Relations** | | | |
| Establish health and safety committee or joint tenant/ management IAQ task force |  |  |  |
| Review procedures for responding to complaints; modify if necessary |  |  |  |
| Review lease provisions; modify if necessary |  |  |  |
| **Renovation, Redecorating, Remodeling** | | | |
| Discuss IAQ concerns with architects, engineers, contractors, and other professionals |  |  |  |
| Obtain SDSs; use materials and procedures that minimize IAQ problems |  |  |  |
| Schedule work to minimize IAQ problems |  |  |  |
| Arrange ventilation to isolate work areas |  |  |  |
| Use installation procedures that minimize emissions from new furnishings |  |  |  |
| **Smoking** | | | |
| Eliminate smoking in the tenant space |  |  |  |
| If smoking areas are designated, provide adequate ventilation and maintain under negative pressure |  |  |  |
| Work with occupants to develop appropriate non-smoking policies, including implementation of smoking cessation programs |  |  |  |

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)
2. Source: Checklist in Appendix adapted from the US EPA’s [IAQ Management Checklist](https://www.epa.gov/sites/production/files/2014-08/documents/mgmtlist.pdf) [↑](#footnote-ref-3)
3. Source: Checklist in Appendix adapted from the US EPA’s [IAQ Management Checklist](https://www.epa.gov/sites/production/files/2014-08/documents/mgmtlist.pdf) [↑](#footnote-ref-4)