

Indoor Air Quality (IAQ) Questionnaire - Area Supervisor

Name: _____ Date: _____

Dept: _____ Building: _____ Room: _____

1. No IAQ investigation can begin without this information.

- Who is the building coordinator? _____ Contacted? _____

(See University Directory (phone book) for a list of building coordinators.)

- Have you contacted the Campus Facilities Zone Coordinator for your building? _____

(See University Directory (phone book) under Campus Facilities - Day Operations)

2. Briefly describe the nature of your area's IAQ problem: _____

- When did the IAQ problem start? ____ Is the IAQ problem constant/sporadic/seasonal?

Please explain _____

- What locations are affected? _____

- Is there a location in your building where these problems do not occur? If so, where? _____

- Is your workspace or area:

____ Too hot? ____ Too cold? ____ Too humid? ____ Too dry? ____ Drafty? ____ Too stale?

- Does your area have air conditioning? ____ Heating/cooling systems working? ____

- Check as appropriate for the following conditions:

____ Odors present? ____ Excessive dust? ____ Excessive moisture? ____ Mold growth?

- Has there been a water leak in the area? ____ When? _____

Please explain _____

- Excessive moisture/condensation on windows, walls, floor, ceiling or equipment? _____

- Do you have control of your thermostat? _____

- Does the custodial team do a good job of housekeeping? _____

- Have any changes or activities taken place near your work area recently:

____ Construction activities? ____ Increase/decrease in # of people working in the area?

____ Heating or cooling system changes? ____ Mowing, roof or chemical treatments?

____ Building modifications/layout or use? ____ Carpet cleaning? ____ New furniture?

____ Food service area? ____ Research laboratory? ____ New equipment? ____ Others?

Please explain _____

3. Who has been/is affected within the area? _____

- What are the common complaint types and frequencies? _____

- What are the common symptom types and frequencies? _____

- What do you think is the most likely cause for poor IAQ in your area? _____

- Do you have any additional information about your work area's IAQ? _____