

Indoor Air Quality (IAQ) Questionnaire - Area Supervisor

Name: _____ Date: _____

Dept: _____ Building: _____ Room: _____

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1. No IAQ investigation can begin without this information.

- Who is the Building Coordinator? _____

(See Safety and Transportation's webpage for a list of Building Coordinators).

- Have you contacted the Building Coordinator for your building? _____

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? _____
