



IAQ Management Plan Template

I. Summary

Intent of IAQ Management Plan:

Personnel and Responsibilities:

Contractor:

IAQ Representative:

Subcontractors:

Plan Documentation:

Where file maintained:

Documentation Provided to Owner at Closeout:

Meeting minutes

Schedule of temporary use of building mechanical equipment

Schedule of filter change outs by location and filter type

Supporting data including photographs

Cut sheets for filtration media used

Test reports

Cleaning reports

Referenced Standards:

SMACNE IAQ Guidelines for Occupied Buildings Under Construction

ASHRAE 55.2 Method of Testing General Ventilation Air Conditioning Devices for Removal Efficiency by Particle Size

Other: Identify

II. HVAC Equipment and Ductwork

Sealing Ductwork and Air Handling Equipment

Use of Mechanical Systems During Construction

Filter Replacement and Tracking

Duct Cleaning

III. Source Control

Use of Low Emission Interior Products

Equipment Operation

Work Practices

Local Temporary Exhaust

Covering or Sealing of Pollutant Sources

Pathway Interruptions

Controlling pollution at entrances

Protection of stored materials

Protection of materials during and after installation

Preventing contamination of completed areas from work under construction

Housekeeping measures during construction

IV. Sequencing Finish Applications

Finish Applications

Procedures

V. Building Flush Out

Air Quality Testing

Flushout