Verify temperature and humidity monitoring with the facility manager or property manager's signatory.

ALL OPTIONS

This active sample form has been modified for offline access. Modified fields and instructions are indicated in purple. Sample forms are for reference only.

Performance period start:

Performance period end:

Air temperature and humidity are continuously monitored in occupied spaces. The maximum sample interval for continuous monitoring is 15 minutes.

REQUIRED SIGNATORY	
Initial here:	
FACILITY MANAGER PROPERTY MANAGER	

Remember that the temperature and humidity sensors need to be 4 – 72 inches above the floor.

Provide narratives describing the radiant and airspeed testing as well procedures used to optimize thermal comfort based on the monitoring in place.

Describe how air speed and mean radiant temperature are periodically measured in occupied spaces. Indicate the frequency with which measurements are taken, the instrumentation utilized, and how data points are captured and analyzed against thermal comfort criteria.

Air speed and mean radiant temperature are measured in occupied spaces twice a year, once during the heating system and once during the cooling season. Additionally, measurements are taken in response to thermal comfort complaints received by building occupants.

A handheld air flow velocity meter (model # generic meter) is used to monitor airflow in occupied spaces.

An infrared surface temperature thermometer (model # generic thermometer) is used to calculate mean radiant temperature in occupied spaces.

Data points are recorded manually and are checked against thermal comfort criteria as indicated in the building operating plan.

Describe the procedures that deliver prompt adjustments or repairs in response to problems identified with the thermal conditions. Explain how the monitoring/testing data is used to optimize the systems that regulate indoor comfort conditions in the project building.

Temperature and humidity trend data is monitored daily by the building engineering team and the BAS provides an alarm if conditions fall outside of preset ranges as indicated in the building operating plan.

Additionally, periodic measurements and trend data is used to trouble shoot issues surrounding thermal comfort complaints received from building occupants.

Pursue the LPE approach, or upload supporting calibration and trend data for temperature or humidity.

Upload IEQc2.3-1. Upload a summary calibration report and system testing dated within the manufacturer recommended interval, as measured from the conclusion of the performance period, to verify proper functioning of the system sensors and actuators during the performance period. If the manufacturer recommended calibration period is not required during the performance period, upload information to substantiate this (e.g., manufacturer cutsheet information, installation date, etc.).

Upload IEQc2.3-2. Upload a report on air speed and mean radiant temperature from at least one set of measurements taken during the performance period. The report shows whether the measurements met the required comfort criteria.

Select one of the following:

- ○ **Upload IEQc2.3-3.** Upload trend graphs covering at least one week of operation for at least 20% of the air temperature sensors and 20% of the relative humidity sensors.

- ○ **Upload IEQc2.3-4.** Upload trend graphs covering at least one week of operation, showing the air temperature and relative humidity readings in at least 20% of the occupied building floor area.

- ○ **Upload IEQc2.3-5.** Upload a summary system report of all alarms that occurred during the performance period when temperature and humidity fell outside of acceptable ranges.

LEEDuser