

The facility manager or building engineer confirms that MERV 13 filters are used at all outside air intakes. Make sure that the right team member signs the form and is assigned the role on LEED Online.

## 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: Jan 1, 2012

Performance period end: Mar 31, 2012

### Required Signatory IEQc1.4. Facility Manager or Building Engineer

Air filtration media with a minimum efficiency reporting value (MERV) of 13 or higher were in place and functioning properly for all outside air intakes in the project building during the performance period.

Select one of the following:

- ☒ **Facility Manager/Building Engineer Signature.**  
Provide a digital signature affirming the required signatory statement in gray directly above.

Initial here: FM

OR

- ☐ **Upload IEQc1.4-RS1.** Provide a document with the required signatory statement, copied directly from the form, signed and dated by the Facility Manager or Building Engineer on letterhead.

List filtration media for all systems that provide outside air into building spaces.

Complete the table below. List all filtration media in place on outside air intakes during the performance period.

**Table IEQc1.4-1. Air Filtration Media**

Filtration Manufacturer	Filter Identification (Model #)	MERV Rating	Location of Installed Filter
Anonymous Filter Company	F1-3000-05	13	AHU-1
Anonymous Filter Company	F1-3000-05	13	AHU-2
Anonymous Filter Company	F6-75-R	13	AC-1
Anonymous Filter Company	F95-662	13	RTU-1

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Summarize the filter replacement schedule and maintenance program. Verify the manufacturer's recommended replacement schedule.

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Describe the schedule for regular maintenance and replacement of filters. Summarize the manufacturer's recommended replacement interval for the specific application of each filter used in the project building.

Filters are inspected monthly to verify that they are in good condition. Per the manufacturer recommendations, all filters are replaced quarterly or as needed depending on the condition observed during monthly inspection.

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