

Weekly Checklist – Sample IAQ Management Tasks

Week	Date	Task	Description	Responsible Party	Status	Date Photo Taken
1	2/29/2008	HVAC Protection	Wrap ducts in plastic	Mechanical Contractor	Done	2/25/2008
		Source Control	Store pollutant sources away from absorptive mats, covered and sealed	General Contractor	Done	--
			Use only low VOC mats.	All subs		
		Housekeeping	Wet sweep on a daily basis	Subs, GC	Done	--
		Pathway Interruption	Isolate work areas with dust curtain	GC	Done	2/26/2008
		Scheduling	Moved occupants into a finished area- barriers used to separate construction areas	GC	Done	2/26/2008
2	3/5/2008	HVAC Protection	Inspect duct system	Mechanical Contractor	Done	
		Source Control				
		Housekeeping	Wet sweep and vacuum	Subs, GC	Done	
		Pathway Interruption	Isolate work areas with dust curtain	GC	Done	
		Scheduling		GC	Done	2/26/2008