

BUILDING HEALTH SCIENCES, INC.

Premum non nocere – First Do No Harm

INDOOR ENVIRONMENTAL & AIR QUALITY MANUAL

Table of Contents

- 1) Corporate Statement
- 2) Factors Affecting Indoor Environmental & Air Quality (IEAQ)
- 3) Roles, Responsibilities and Communication Guidelines
- 4) Designate an IEAQ Manager
- 5) IEAQ Building Profile Development
- 6) Existing and Potential IEAQ Problems
- 7) Building Personnel and IEAQ Management
- 8) Develop and Implement a Facility Operation and Maintenance Plan
- 9) Practices and Processes for Management of Potentially Significant Pollutant Sources
- 10) Communication with Tenants / Building Occupants about their Role in Maintaining Good IEAQ
- 11) Procedures for Responding to IEAQ Complaints
- 12) Record Keeping Procedures and Verification Checklist
- 13) Appendices
 - A) HVAC Systems and Indoor Air Quality
 - B) Mold and Moisture
 - C) Airborne Chemical, Biological, or Radiological Agents
- 14) List of Staff and Contractors
 - A) Contact
 - B) Responsibilities
- 15) Glossary & Acronyms
- 16) Resources
- 17) Forms