**I1.0b Owner or landlord informs, tenant manages IAQ Template**

**Baseline Practice**: I1.0b – Owner or landlord informs, tenant manages IAQ

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| ***Instructions:***  *All grey italic text with borders are instructions to help you prepare the required Baseline Practice for your building.*   1. *Replace all* [blue text in brackets] *in the document with building specific information.* 2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.* 3. *Delete all grey italic text when you have filled all relevant sections with building specific information.* 4. *Complete the Checklist below to confirm your Visual IAQ Inspection meets the Baseline Practice requirements.* 5. *The intent of this Baseline Practice is to conduct a visual inspection of the tenant-managed HVAC systems that serve tenant leased spaces. For additional guidance*[[1]](#footnote-2)1*, refer to:*   [*Indoor Air Quality Guideline for Non-Industrial Workplaces, EACC, 2020*](https://www.eaccanada.ca/guidelines/guideline-eacc-indoor-air-quality-form/)[*IAQ Checklist (US EPA)*](https://www.epa.gov/sites/production/files/2014-08/documents/mgmtlist.pdf)[*Example of IAQ Housekeeping Activities (US EPA)*](https://www.epa.gov/sites/production/files/2014-08/documents/housekeeping_tasks.pdf)[*IAQ Maintenance Inspection Form (US EPA)*](https://www.epa.gov/sites/production/files/2014-08/documents/om_periodic_inspections.pdf)[*Indoor Air Quality Guide (US EPA)*](https://www.ashrae.org/technical-resources/bookstore/indoor-air-quality-guide) |

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| ***Checklist:***  *Check Baseline Practice applicability:*   * *Project must fall under the asset class ESC, Universal, Light Industrial, OAR, or MURB*   Conduct a visual inspection of the tenant-managed HVAC systems that serve tenant leased spaces, covering the following as applicable:   * *Air handling units (dampers, plenum, filters, coils, humidifiers, fans, motors)* * *Air distribution and terminal systems (ductwork, plenum, diffusers, grilles, CAV/VAV boxes, fan-coils, heat pumps, exhaust)* * *Central systems (boiler, chiller, cooling tower, air compressor, pneumatics, pumps) and pipes, generators, controls)* * *Potential mould growth or water damage to base building components* * *Tenant operations that may negatively impact other tenants’ air quality (for example, proper exhaust if paint booth is used)* * *No damage to asbestos-containing or other hazardous base building materials*   *Provide evidence of communication in Appendix A dated within 12 months of final submission that shows the visual inspections were shared with a group that leases at least half of the total building.* |

**Visual IAQ Inspection**

# Introduction and Purpose

Indoor air quality (IAQ) is achieved through the selection of appropriate and achievable air quality goals, regular surveillance and testing to verify HVAC performance and hygiene, efficient and effective procedures for addressing occupant IAQ concerns and adequate training for the building management team.

The owner or landlord can play an important role in supporting tenants in determining appropriate and achievable air quality goals, conducting regular surveillance and testing to verify HVAC performance and hygiene, advise on efficient and effective procedures for addressing occupant IAQ concerns and encourage adequate training for the tenant space management team.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following [delete bullets not applicable to your building]:

* Select the tenant spaces for IAQ Inspections.
* Conduct IAQ Inspections of tenant managed HVAC systems.
* Share results of the inspections with the tenants.

*Delete bullets not applicable to your building. Add bullets for any additional relevant responsibilities assigned to the property manager.*

# Communication Range

[Insert as description of who the contents will be shared with].

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| *The* *visual inspections of the tenant-managed HVAC systems are required for a group that leases at least half of the total building area dated within 12 months of final submission.*  *In this section, describe who will be shared the contents of this document to meet the question requirements. Include the following in the description:*   * *the names of the tenants/ groups* * *how the shared tenants/groups meet the requirements (ie. if the name of only one group is provided, describe how this group makes up half or the total building area)* |

# Strategy

## Visual IAQ Inspection Checklist

**Baseline Practice I1.0b – Owner or landlord informs, tenant manages IAQ** outlines the systems, components, and types of visual inspections for [Insert Building Name].

The following are the areas to be inspected:

* Air handling units (dampers, plenum, filters, coils, humidifiers, fans, motors)
* Air distribution and terminal systems (ductwork, plenum, diffusers, grilles, CAV/VAV boxes, fan-coils, heat pumps, exhaust)
* Central systems (boiler, chiller, cooling tower, air compressor, pneumatics, pumps) and pipes, generators, controls)
* Potential mould growth or water damage to base building components
* Tenant operations that may negatively impact other tenants’ air quality (for example, proper exhaust if paint booth is used)
* No damage to asbestos-containing or other hazardous base building materials

*If a pre-made checklist such as the one from the US EPA has been used, please either add an Appendix and attach the checklist or copy it here. Ensure all requirements are covered in the checklist.*

## Documentation

The following are copies of the visual inspections conducted:

* Visual IAQ Inspections.

*Add any additional documentation methods used at the building.*

Refer to the **Appendix A** for communication materials distributed to occupants.

# Time Period

The following table outlines the dates the visual inspections were conducted and communication activities.

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| --- | --- | --- |
| Activity/ Event/ Strategy | Description | Implementation Date |
| Ex. Visual IAQ Inspection | Walkthrough of tenant space | February 2024 |
| Ex. One-on-one meetings with individual occupant representatives | Review checklist | March 2024 |

*Describe the timeline for implementation of all activities and events.*

*Include signature of the team member responsible for implementing Visual IAQ Inspections below. Examples include the Property Manager, Building Owner, or Building Operator.*

Signature of [Property Manager] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01-Jan-2025

Appendix A – Examples of Tenant Communication Materials

*Attach proof of communication with representative group of building tenants sharing the results of the visual inspections dated within 12 months of final submission date. Examples may include emails, or meeting notes.*

1. [↑](#footnote-ref-2)