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**I8.0 Landlord shares IAQ and Hazards Practices Template**

**Baseline Practice**: I8.0 – Landlord shares IAQ and Hazards Practices

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| ***Instructions to complete the template for your Indoor Air Quality & Hazards Communication Plan****All grey italic text with borders are instructions to help you prepare the required Baseline requirements 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. *Additional Resources[[1]](#footnote-2) can be found here:*
* [*Indoor Air Quality Guideline for Non-Industrial Workplaces*](https://www.eaccanada.ca/guidelines/guideline-eacc-indoor-air-quality-form/) *(Environmental Abatement Council of Canada).*
* [*IAQ Checklist*](https://www.epa.gov/sites/production/files/2014-08/documents/mgmtlist.pdf) *(US EPA)*
* *Example of* [*IAQ Housekeeping Activities*](https://www.epa.gov/sites/production/files/2014-08/documents/housekeeping_tasks.pdf) *(US EPA)*
* [*IAQ Maintenance Inspection Form*](https://www.epa.gov/sites/production/files/2014-08/documents/om_periodic_inspections.pdf) *(US EPA)*
* [*Indoor Air Quality Guide*](https://www.ashrae.org/technical-resources/bookstore/indoor-air-quality-guide) *(ASHRAE)*
* [*IAQ Management During Construction*](https://smacna-ab.ca/product/indoor-air-quality-guidelines-for-occupied-buildings-under-construction/) *(SMACNA)*
* [*Recommendations for Reducing Airborne Infectious Aerosol Exposure*](https://www.ashrae.org/file%20library/technical%20resources/covid-19/core-recommendations-for-reducing-airborne-infectious-aerosol-exposure.pdf) *(ASHRAE)*
1. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
2. *Complete the Checklist below to confirm your Indoor Air Quality & Hazards Communication Plan meets the Baseline requirements.*
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| ***Checklist****The Indoor Air Quality & Hazards Communication Plan must contain the following elements:** *The building management team’s efforts to assess Indoor Air Quality & Hazards.*
* *Copy of the building owner or managers IAQ Management Program (IAQMP) and most recent IAQ assessment report (if applicable).*
* *Suggested IAQ goals for tenant areas.*
* *Identification of HVAC systems impacted by IAQ goals and who will be responsible for maintaining (tenant or landlord)*
* *Suggested Schedule for HVAC inspection and preventative maintenance tasks (may overlap with Energy and Carbon: E6.0 – Preventative Maintenance)*
* *Guidance for renovation and construction projects to reduce IAQ impacts*

[ ]  *Provide copies of communication dated within 12 months of final submission that shows the contents of the IAQ & Hazards Communication Plan was shared with:*1. *at least half of the number of tenant organizations occupying the building*

*OR*1. *to a group that leases at least half of the total building area dated within 12 months of final submission.*
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**INDOOR AIR QUALITY & HAZARD COMMUNICATION PLAN**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[Insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Plan was created / most recent date it was reviewed]

# 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 training for all property management and maintenance personnel.

Increasing building tenant and occupant awareness and engagement in environmental and sustainable practices can have a significant positive or negative impact on the performance of the building.

Improving the environmental performance of the building can lead to many positive outcomes for building management, staff and tenants, including but not limited to lower operational costs, lower utility bills, improved indoor air quality, improved management-tenant relationships, etc.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization] )of [Insert Building Name], is responsible for the following:

* Distribute communication materials to educate tenants about the benefits of effectively managing indoor air quality in their space.
* Share information related to the Indoor Air Quality Management program to demonstrate how the landlord is maintaining good indoor air quality where applicable.
* Conduct [insert frequency, suggest annually] tenant management team meetings to advance awareness and occupant engagement around indoor air quality.
* Connect with each tenant representative [insert frequency, suggest at least once in conjunction with required air quality testing or annually where testing is completed more than once / year] to communicate the findings of the most recent indoor air quality assessment.

Tenants are responsible:

* To attend scheduled meetings with landlord to review indoor air quality information.
* Meet tenant obligations agreed upon from the Indoor Air Quality Management program.

# Communication Range

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

*The* *IAQ & Hazards Communication Plan is required to be shared with either:*

1. *at least half of the number of tenant organizations occupying the building;*

*OR*

1. *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:*

* *whether the project will be complying using option a) or b) (see above)*
* *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

## Targets and Goals

**Baseline Practice I1.0b - Owner or landlord informs, tenant manages IAQ and I4.0 Management in Construction,** provides a visual inspection that outlines potential the indoor air quality measures for [Insert Building Name].

Occupants play an important role in helping to achieve those goals. Occupants are encouraged to consider whether it is feasible to implement any of the following initiatives at the building:

* Notify the landlord regarding indoor air quality concerns in a timely manner.
* Notify the Property Manager of any tenant IAQ testing. Tenant IAQ testing should consider the testing parameters outlined by the Indoor Air Quality Management Program.
* Notifying the Property Manager of upcoming renovations or other work that could impact indoor air quality outside of the tenant space and follow procedures outlined in the Indoor Quality Management to minimize impact to building occupants.
* Maintenace of any HVAC equipment owned or managed by the tenant as part of the leasing arrangement.]

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

## Initiatives Offered

[Insert Name of Organization] will endeavor to support our occupants’ objectives around indoor air quality management within their premises by providing access to the following:

* General communication tools: posters, bulletins, etc.
* Conduct indoor air quality awareness sessions for building occupants as per the requirements of the Indoor Air Quality Management Program.
* Providing visual inspections and testing to verify HVAC performance and hygiene of tenant spaces.

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

## Documentation

Indoor air quality communication and engagement are document as follows:

* Record of the circulation of IAQ education materials
* Record of the distribution of related IAQMP provisions to tenants.
* Agendas and notes from tenant-management team meetings.
* Attendance lists and IAQ awareness training overview.
* Record of tenant notifications regarding air quality concerns, tenant IAQ testing, upcoming renovations, and HVAC inspection and maintenance.
1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)