

# Indoor Air Quality Closing Report

The IAQ Coordinator should complete the Indoor Air Quality Closing Report Form for final documentation of the IAQ event.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number/Location: \_\_\_\_\_

IAQ Report Number: \_\_\_\_\_ Work Order Number: \_\_\_\_\_

Brief Description of Original Concern: \_\_\_\_\_

\_\_\_\_\_

Initiated Immediate Controls: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Closing Report Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Closing Report Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: The IAQ Coordinator should submit the completed closing report form to the IAQ Program Manager. The IAQ Program Manager will file all related documentation for the IAQ event.