

# Indoor Air Quality Observation Form

This form should be completed when there is an observation about the indoor air environment at a University owned or managed facility in Victoria, Sugar Land or Cinco Ranch. Observations will be followed up on and investigated. Room occupants will be kept informed of the outcome. Access to the office/area will be required as part of the follow-up. All information will be kept confidential.

Building: \_\_\_\_\_ Campus \_\_\_\_\_

Room Number \_\_\_\_\_ Location \_\_\_\_\_

Nature of Observation: (Be specific/describe fully - attach additional sheet if necessary)

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When did you first notice this problem? \_\_\_\_\_

What do you believe is the cause of this problem?

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Do you have any suggestions/solution to fix the problem?

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Reason you are in this room/area: \_\_\_\_\_

The number of hours you spend each day in this area: \_\_\_\_\_

Completed by: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Instructions:

- 1) Forward the original copy of completed form to the appropriate IAQ Coordinator; (the Facilities Coordinator at UHV or the Building Maintenance Supervisor at UHSSL and UHSCR).
- 2) Forward a copy to the UHV Campus Safety and Risk Manager.
- 3) Keep a copy for your personal file.