Work Place Indoor Air Quality (IAQ) Log\*

**Building/Room #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact (Name, Phone #)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date  | Time problem first noticed (2400) | How long did the problem last? A few minutes, hours… | Description of problem (odor, dust, noise) | What was happening in your area/near your area at the time (routine work, trucks idling outside, construction down the hall, etc)? | What, if any, symptoms were experienced? | Documented by (full name) | Who was contacted about the problem EHS, HS Physical Plant @ 4-2267, or Academic Service Desk @ 4-1777 |
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\*This is a tracking tool. It does not replace contacting the Office of Environmental Health & Safety (982-4911) if immediate action is needed. You may send the form to the attention of Kristy Davis, University Industrial Hygienist Supervisor when prompted.