Renovation/Construction Project
IAQ Compliance Checklist

Employer Name: _____

Facility Name: _____

Project Name: _____

Estimated Time Period: _____

Area(s) Affected _____

General Contractor Name/Phone #:_____

Pre-Construction/Planning Phase:	Complete	N/A
Notified the Designated Person of the project.	☐	☐
Considered performing work during periods of minimal or non-occupancy and included requirements in bid specification (if applicable).	☐	☐
Reviewed hazard information (labels, MSDS) with contractor(s) and approved selected products.*	☐	☐
In buildings constructed prior to 1981: Reviewed Asbestos Survey. Ensured that all Asbestos-containing materials (ACM)/and Presumed Asbestos-containing materials (PACM) are labeled, Employees and Contractors notified of presence of ACM/PACM.	☐	☐
Notified affected employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area.*	☐	☐
Reviewed hazard information (labels, MSDS) to determine necessary measures to be taken.*	☐	☐
Reviewed product labels and MSDS sheets to determine whether the use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials contain volatile organic compounds that could be emitted during regular use.*	☐	☐
Construction Phase:		
Local ventilation or other protective devices used to safeguard employees and students from dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health are in place.	☐	☐
Renovation/Construction areas in occupied buildings are isolated so that air contaminants, dust, and debris are confined to the renovation or construction area by use of measures such as physical barriers and pressure differentials.	☐	☐
Re-occupancy Phase:		
Inspected that the work areas are cleaned and aired out as necessary prior to re-occupancy.*	☐	☐
Re-occupancy authorized by: (Name/Title) Name:_____ Title: _____ Signature: _____ Date: _____		

N.J.A.C.12:100-13.5 requires that documentation of this action be maintained in accordance with recordkeeping requirements.