



Indoor Environmental Quality - Response and Triage Form

Facility and Contact Information

Investigators Information

Name:	Terran Terrell	Date of Inspection:	
Dept:	EHS	Job Title:	Environmental Health Specialist
Telephone #:	470-578-5026		

Building Occupant's Information

Name:		Job Title:	
Dept:		Telephone #:	
Room # or Location of Affected Area(s)		Email:	

Area Characterization

Parameters	Description of Condition
Occupancy Type	<input type="checkbox"/> Office <input type="checkbox"/> Laboratory <input type="checkbox"/> Classroom/Lecture Hall <input type="checkbox"/> Warehouse <input type="checkbox"/> Mechanical Room <input type="checkbox"/> Restroom/Locker Room/Shower <input type="checkbox"/> Mechanical Room <input type="checkbox"/> Cafeteria/Food Service Area <input type="checkbox"/> Computer Lab <input type="checkbox"/> Other
Temperature and Humidity	_____ °F Temperature _____ % Humidity _____ CO ₂ (ppm) _____ VOCs (ppm/ppb)

Description of IEQ Concern/Issues

Air Circulation Problems

Please check all that apply:

- Inadequate air distribution
- Poorly located intakes
- Pressure difference between rooms
- Air Infiltration from exterior walls

Explanation/Notes Regarding Issues:

Air Quality Problems

Please check all that apply:

- Emissions detected
- Improper exhaust ventilation
- Adjacent area operations impacting air quality
- Detectable Odor

Explanation/Notes Regarding Issues:

Building Code Problems

Please check all that apply:

- Visible leaks, water intrusion, or standing water
- Water damaged furnishings
- Presence of dirt/dust or mold/slime
- Presence of organic debris
- Poor maintenance

Explanation/Notes Regarding Issues:

Employee Specified Problems

Please check all that apply:

- Smell complaints
- Complaints of illness or symptoms
- Other complaints

Explanation/Notes Regarding Issues:

Factors Impacting IEQ

Please check all that apply:

- Recent changes to area
- Recent construction, renovations, or building materials/furnishings added
- Previous documentation or past history of IEQ concerns present

Other IEQ Related Issues and Observations:

Outcome of IEQ Concerns	
Outcome of Issue	<input type="checkbox"/> Resolved <input type="checkbox"/> Deferred <input type="checkbox"/> Further Inspection Needed <input type="checkbox"/> Unable to Resolve <input type="checkbox"/> Outside contractor Needed for Mitigation <input type="checkbox"/> In-House Team Needed for Mitigation <input type="checkbox"/> Other
Was Concern logged in AiM	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was Concern Logged in EHS Management System	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment on any further actions taken to address this issue	

*Attach floor plans or a sketch of the area under inspection or being assessed If necessary (Please include any necessary mark-ups on the floor plans/sketch of such areas)