



LEED® Indoor Air Quality Testing
LEED® 2009 for New Construction and Major Renovations
IEQ Credit 3.2 OPTION 2. Air Testing

BUILDING PREPARATION CHECKLIST

In addition to credit IEQ Credit 3.2 OPTION 2. Air Testing requirements, Centek Laboratories, LLC has put together a checklist detailing appropriate preparations to ensure passing results. We understand that all items on this list are not applicable to all LEED® Registered Projects. Please consult with one of our LEED® Professionals for any project specific questions and best practice building preparation suggestions. Our goal is making credit satisfaction simple, cost effective, sustainable and timely.

PRIOR TO DAY OF TESTING

- **BUILDING FLUSH OUT** Air out the inside of the building with as much outside air as possible. Make sure to restrict outside vehicle traffic volume and prohibit idling. You can accomplish this step by simply opening natural ventilation windows,, or go as far as actually running the HVAC systems. **VOC EMITTING MATERIALS** When using VOC emitting materials ventilate using 100% outside air.
- **SCREEN CONTAMINANT LEVEL** (if possible) It is best practice to screen contamination levels before actually performing sampling and analysis described within the credit requirements. Outside air contamination is often forgot as a source of contamination as the focus of the sampling and analysis is indoor air. Flushing indoor air with contaminated outdoor air does not lessen indoor air pollution. Go to the EPA's National Ambient Air Quality Standards web site. This site details real time monitoring of ambient air contamination levels in you project specific location <http://www.epa.gov/air/criteria.html>
- **COMPLETE HVAC SYSTEM INSTALLATION** All appropriate filters should be installed. If necessary, clean HVAC equipment prior to testing, adjusting and balancing the system. Testing will be done during normal occupied hours w/ building ventilation system started.
- **RESTRICT CONSTRUCTION EFFORTS** At least 24 hrs. before sampling only minimal construction efforts should be taking place. Construction and workers are sources of indoor air contamination.
- **FINISHES AND FURNISHINGS** All interior finishes must be installed, including but not limited to millwork, doors, paint, carpet and acoustic tiles. Movable furnishings such as work stations and partitions are not required but should be in place. If they are not, do not move into sampling area until after indoor air samples have been taken.

DAY OF TESTING

- **DO NOT USE** Paint materials, perfume, cologne, window cleaners, surface cleaners, cleaners of any kind, polishes, wax, paste. Absolutely no spray cans. These materials and sub stances will variably effect TVOC numbers.
- **RESTRICT** Vehicle traffic and prohibit idling outside the building. Utilize electric or natural gas alternatives for gasoline and diesel. Cycle equipment off when not being used or needed.
- **EXHAUST POLLUTION RESOURCES** to the outside. **LOCATE POLLUTANT SOURCES** as far away as possible from supply ducts and areas occupied by workers. Isolate work areas to prevent contamination of sampling locations. **COVER OR SEAL** containers of waste materials.
- **MINIMIZE CONSTRUCTION DUST** Suppress and minimize dust with wetting agents or sweeping compounds. If possible, completely eliminate any work that might cause stirring up of particulate from construction efforts.