***Indoor Air Quality (IAQ) Tools for Schools:* Preventive Maintenance Guidance  
Appendix F: Sample IAQ Measurements Tracking Sheet**

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| District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sample IAQ Measurements Tracking Sheet | |
| Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date updated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | Interval | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Notes |
| CO2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relative humidity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Particulate matter |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Temperature |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lighting levels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Air flow |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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