

Indoor Air Quality Complaints Log



Keeping worker IAQ complaint records enables you to identify patterns and long-term problems.

Investigating worker complaints is a key part of maintaining indoor air quality (IAQ) to the extent they enable you to determine the effectiveness of your ventilation systems and identify problems that you weren't aware of. Collectively analyzing all of the complaints you receive, their findings and the actions taken in response enable you to pinpoint patterns and trends pointing to systemic problems that you need to address. That's why you should have an IAQ complaints log like the one in the template below, which you can adapt for your own workplace.