Internal/External Data Log

For use by Green Team members.

Business Name _____ Address _____

Building Name _____ Floor or Suite _____

Completed by _____ Title _____

Phone _____ Email _____

Please use this form to record your observations of the HVAC system operations, maintenance activities and any other information about conditions inside your office that you think might be helpful in identifying the cause of the IAQ complaints in your workplace. Please report observations of physical conditions such as weather, moving or remodeling in nearby business spaces, or other external activities that you think may be related to the problems in question. Be as specific as possible and report completely and accurately. This information can help identify the cause of a suspected IAQ problem in your office. Feel free to attach additional pages to this form. **Thank you!**

Date/Time	Day of Week	Activity/Location	Observations/Comments