1. Section 9 – CO2 Monitoring
   1. CO2 Monitoring Sample Form

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| Ventilation Verification and Energy Optimization Assessment | | | |
| **CO2 Monitoring Form** | | | |
| Project Name: | | Unit Name: | |
| Project Address: | | Unit Location: | |
| City / Zip Code: | | Area Served: | |
|  | **Verify installation or install a CO2 monitor.**   * All occupied areas shall be equipped with a CO2 monitor. * General Buildings – At least one CO2 monitor shall be installed in each zone of the building (where a zone is defined by an area of the building with temperature controlled by a thermostat). The number of CO2 monitors must also meet or exceed at least one CO2 monitor per 10,000 square feet of occupied floor space.   **CO2 monitors shall**: | | |
|  | Be hard-wired or plugged-in and mounted to the wall between 3 – 6 feet above the floor  and at least 5 feet away from the door and operable windows. | | |
|  | Display the CO2 readings to the occupants through a display on the device or other means such as a web-based application or cell-phone application. | | |
|  | Notify the building operator through visual indicator on the monitor (e.g., indicator light)  or other alert such as e-mail, text, or cell phone application, when the CO2 levels have exceeded 1,100 ppm. | | |
|  | Maintain a record of previous data which includes at least the maximum CO2 concentration measured. | | |
|  | Have a range of 400 ppm to 2000 ppm or greater. | | |
|  | Be certified by the manufacturer to be accurate within 75 ppm at 1,000 ppm CO2 concentration and is certified by the manufacturer to require calibration no more  frequently than once every five years. | | |
| Y/N | **Is a CO2 monitor installed that meets the required features listed above?** | | |
|  | If installed but lacking required features, what features are missing? | | |
|  | If installed, document CO2 monitor nameplate data. | | |
| Manufacturer: | | | Model: |
| Serial: | | |  |
|  | Include relevant photographic documentation | | |

This document is intended to be used solely as an aide when developing the methods, procedures, and forms used in the Ventilation Verification and Energy Optimization Assessment. It is the responsibility of each contractor, supervisor, and technician to ensure that the methods, procedures, and forms used meet the requirements of the local mechanical codes. The National Energy Management Institute Committee makes no representations, whatsoever, that drafting procedures or forms based on this document will meet that requirement of local mechanical codes and expressly disclaims any liability or responsibility regarding the use of this document.

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