**Training Aid to Assist in Developing Ventilation Verification Procedure**

**CO2** **Monitoring -** To ensure proper ventilation is maintained during building operation, at least one CO2 monitor shall be installed in each zone of the building.

1. **Verify installation or install a CO2 monitor.** 
   1. All classrooms shall be equipped with a CO2 monitor.
   2. General Buildings – At least one CO2 monitor shall per 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 monitor must also meet or exceed at least one CO2 monitor per 10,000 square feet of occupied floor space.
2. **CO2 monitors shall**:
   1. 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.
   2. 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.
   3. 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.
   4. Maintain a record of previous data which includes at least the maximum CO2 concentration measured.
   5. Have a range of 400 ppm to 2000 ppm or greater.
   6. 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.
3. **Verify CO2 monitor installed meets the required features.**
   1. If installed but lacking required features, what features are missing?
   2. If installed, document CO2 monitor nameplate data.
      1. Document Manufacturer
      2. Document Model
      3. Document Serial
   3. 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 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 and health codes. Furthermore, it is the responsibility of the IAQ Supervisor or contractor to submit the methods, procedures, and forms that it drafts directly to the Authority Having Jurisdiction (AHJ) for approval and owner’s representative, prior to performing the actual work. 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, building, and health codes and expressly disclaims any liability or responsibility regarding the use of this document.*