I1.0a – Indoor Air Quality (IAQ) Monitoring Plan

Enbridge Centre

10175 101 Street NW
Edmonton, AB T5J 0H3

Property Information

Property: Enbridge Centre

Address: 10175 101 Street NW, Edmonton, AB T5J 0H3

Property Type: Office

Purpose

The purpose of this Indoor Air Quality (IAQ) Monitoring Plan is to establish a systematic approach for monitoring, maintaining, and continually improving indoor air quality throughout Enbridge Centre. This plan supports occupant health, comfort, and productivity while demonstrating the property's commitment to sustainable building operations and continuous improvement under the BOMA BEST Sustainable Buildings Program.

This monitoring plan complements the property's Preventive Maintenance Program, Building Operations Manual, and established IAQ management procedures.

Scope

This plan applies to all occupied and common areas within Enbridge Centre, including:

- Tenant office spaces
- Common corridors and lobbies
- Amenity spaces
- Mechanical rooms
- Air handling units
- Base building HVAC systems
- Outdoor air intake systems

The plan also applies to routine building operations, maintenance activities, renovations, and occupant IAQ concerns.

IAQ Objectives

The objectives of this IAQ Monitoring Plan are to:

- Maintain healthy and comfortable indoor environments for all occupants.
- Operate HVAC systems in accordance with original design intent and accepted engineering practices.
- Maintain appropriate outdoor air ventilation throughout occupied spaces.
- Reduce indoor air contaminants through preventive maintenance and operational controls.
- Prevent moisture intrusion and microbial growth.
- Respond promptly and effectively to occupant IAQ concerns.
- Maintain documentation demonstrating continuous IAQ management.

Roles and Responsibilities

Property Management

Property Management is responsible for:

- Overall implementation of this IAQ Monitoring Plan.
- Reviewing IAQ performance annually.
- Coordinating occupant communications.
- Maintaining IAQ documentation.
- Coordinating corrective actions when required.

Engineering Team

The Engineering Team is responsible for:

- Daily monitoring of HVAC system performance.
- Preventive maintenance activities.
- Inspection of ventilation systems.
- Monitoring Building Automation System (BAS) alarms.
- Investigating IAQ concerns.
- Completing corrective maintenance.

Service Contractors

Approved contractors shall perform specialized maintenance including:

- HVAC servicing
- Air balancing
- Filter replacement
- Coil cleaning
- Water treatment
- Environmental testing when required

Occupants

Building occupants are encouraged to:

- Report IAQ concerns promptly.
- Avoid introducing unnecessary pollutant sources.
- Follow building construction and renovation procedures.
- Support good housekeeping practices.

Indoor Air Quality Monitoring Program

Indoor air quality is maintained through a combination of Building Automation System monitoring, preventive maintenance, scheduled inspections, and occupant feedback.

Monitoring Item	Frequency	Method
Indoor Temperature	Daily	BAS review and spot inspections
Relative Humidity	Daily	BAS monitoring
HVAC Equipment Status	Daily	BAS alarms and operator review
Outdoor Air Intake	Monthly	Preventive maintenance inspection
Air Filters	Monthly inspection	Replace in accordance with PM schedule
Air Handling Units	Monthly	Preventive maintenance
Cooling Coils	Quarterly	Inspection and cleaning as required
Condensate Pans and Drains	Monthly	Inspection and cleaning
Outside Air Dampers	Quarterly	Functional testing
Ventilation Performance	Annually	Engineering staff
Water Intrusion	Ongoing	Routine inspections

Monitoring Item	Frequency	Method
Mold or Dampness	Ongoing	Visual inspections
Occupant IAQ Complaints	As received	IAQ Response Procedure

Ventilation Monitoring

Outdoor air ventilation is monitored through routine inspections of HVAC equipment and Building Automation System trends.

Engineering staff routinely verify:

- Outdoor air intake operation
- Outside air damper function
- HVAC operating schedules
- Supply and return air operation
- Air handling unit performance
- Air filter condition
- Building pressurization

Where deficiencies are identified, corrective maintenance is completed promptly.

Preventive Maintenance

Preventive maintenance activities supporting indoor air quality include:

- Air filter inspections and replacement
- Cooling coil inspection and cleaning
- Heating coil inspections
- Condensate pan cleaning
- Drain inspections
- Fan inspections
- Belt inspections
- Damper inspections
- Sensor calibration
- Building Automation System verification

Maintenance activities are documented through the property's maintenance management system.

Moisture and Mold Prevention

Routine building inspections are conducted to identify:

- Roof leaks
- Plumbing leaks
- Window leakage
- Condensation
- Standing water
- Wet building materials
- Mechanical room conditions

Any water intrusion is investigated immediately.

Where water-damaged materials are identified, they are repaired or replaced promptly to minimize the potential for microbial growth.

Indoor Air Pollutant Control

Potential indoor air pollutants are minimized through:

- Routine housekeeping
- Proper HVAC maintenance
- Timely filter replacement
- Integrated Pest Management (IPM)
- Proper storage of maintenance chemicals
- Prompt cleanup of spills
- Removal of water-damaged materials

Smoking is prohibited throughout the property in accordance with applicable legislation and building policy.

Construction and Renovation

Construction and renovation activities are managed to minimize impacts on occupied spaces.

Typical control measures include:

- Dust containment barriers

- Protection of HVAC systems
- Isolation of construction areas
- Scheduling disruptive activities during off-hours where practical
- Daily cleanup
- Proper ventilation during construction activities

Contractors are required to comply with the property's Construction Rules and Regulations.

IAQ Complaint Response

Occupant IAQ concerns are managed using the property's established IAQ response procedures.

The response process includes:

- Logging the concern
- Occupant communication
- Inspection of affected areas
- HVAC inspection
- Investigation of potential pollutant sources
- Corrective action
- Follow-up with occupants
- Documentation and close-out

Where necessary, additional engineering resources or environmental consultants may be engaged.

Corrective Actions

Where monitoring identifies deficiencies, corrective actions may include:

- HVAC operational adjustments
- Filter replacement
- Equipment repair
- Coil cleaning
- Moisture remediation
- Air balancing
- Ventilation adjustments
- Additional environmental testing

All corrective actions are documented and tracked until completion.

Documentation and Record Keeping

The following records are maintained to support the property's IAQ program:

- Preventive maintenance records
- Building Automation System trend logs
- Filter replacement records
- HVAC service reports
- Water intrusion reports
- IAQ complaint logs
- Corrective action records
- Air quality testing reports (where completed)

Records are retained in accordance with the property's document retention procedures.

Annual Review and Continuous Improvement

This Indoor Air Quality Monitoring Plan is reviewed annually by Property Management and Engineering.

The review considers:

- IAQ complaint trends
- HVAC performance
- Preventive maintenance completion
- Monitoring records
- Corrective actions
- Opportunities for continuous improvement

The plan is updated as necessary to reflect operational changes, industry best practices, and BOMA BEST requirements.

References

- BOMA BEST Sustainable Buildings Program
- ASHRAE Standard 62.1 – *Ventilation for Acceptable Indoor Air Quality*

- ASHRAE Standard 55 – *Thermal Environmental Conditions for Human Occupancy*
- Hines *Guidance for Managing Indoor Air Quality* (2019)
- Hines *Guide for Responding to Indoor Air Quality Concerns* (2013)