



## Welcome Package

Successful applicants will receive a welcome package that includes the following:

- A congratulatory letter
- A certificate with your award level, company name, and address
- Vinyl window/wall decals in full color (4.25" and 8" sizes)
- Customized social media images for your website and social media profiles
- One 24 x 36" Poster with award level and explanation of achievement

## Your application cannot be processed without ALL the following:

I have included my:

- Billing information to pay the \$1000 non-refundable processing fee
- Completed awards checklist and application
- Documentation valid for the current calendar year:
  - Copy of indoor air quality report
  - Maintenance and filter change records
  - Copy of HVAC service agreement
  - Equipment records for disinfection systems (UVGI/Plasma Ionization, required for a Gold or Platinum Award)
  - Equipment records for the Building Automation System (required for a Platinum award)

## Release and Signature

- I understand awards cannot be processed without ALL the required information and documentation.
- I certify my answers are true and complete to the best of my knowledge.
- I understand false or misleading information in this application may result in the award's revocation.
- I grant permission for Indoor Air Quality Awards representatives to follow up with relevant third-party service providers on my behalf, should they need to clarify any of the information I've provided here.
- I understand our facility's commitment to indoor air quality standards will be promoted publicly to help people identify how we're protecting our occupants and purifying the air they breathe.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions

1. **Download this application form and attached checklist to get started.**
2. **Gather these required documents for the current calendar year:**
  - Indoor air quality report
  - Maintenance records
  - HVAC service agreement
  - If applicable: equipment records for UVGI/Plasma Ionization and the Building Automation System
3. **Complete the application form** (pages 1 – 3 of this download)
4. **Enter ALL required information in the checklist** (page 4 of this download)
  - **From your indoor air quality report:**
    - Ensure it includes measurements for ALL pollutants specified in the checklist
    - Larger facilities have multiple spaces that often require separate testing and have different values.
      - Pollutants: treat these as having a threshold value. No area can exceed the limit in ANY of the zones tested, period. Enter the highest value in the checklist.
      - Temperature and humidity: treat these as a mean (average) value. Add up all tested areas and divide by the number of areas. Please exclude temperature-controlled areas not intended for prolonged occupancy (e.g. walk-in coolers).
  - **From your maintenance records and HVAC service agreement**
    - Create a filter change record by summarizing the following information:
      - Itemize HVAC units, the maximum allowable Maximum Efficiency Reporting Values (MERV) for each unit, actual filter MERV value used, and record filter change dates.
    - Confirm your facility has performed ALL minimum maintenance required by reviewing the maintenance schedule and service dates for ALL required maintenance points on the checklist
  - **(Optional) Disinfection equipment records** for Ultraviolet Germicidal Irradiation (UVGI)/Plasma Ionization
    - Note: this is required to qualify for both Gold and Platinum awards
    - Describe installation locations, model numbers, and maintenance dates
  - **(Optional) Building Automation System records**
    - Note: this is required to qualify for a Platinum award
    - Describe installation locations, model numbers, and maintenance dates
5. **Submit your application and ALL required attachments to:** [applications@airqualityawards.com](mailto:applications@airqualityawards.com)
  - Review list of requirements (p.2)
  - Include ALL required attachments in digital format (pdf preferred)
6. **Questions?**
  - Review the Frequently Asked Questions on the [Awards page](#)
  - If you still have questions about the process, please contact us at [applications@airqualityawards.com](mailto:applications@airqualityawards.com)

## Company Information

Company Name: \_\_\_\_\_  
*Print clearly or type, as it should appear on the award. Maximum 26 characters, including spaces.*

Facility Address: \_\_\_\_\_  
*Street Address City Province Postal Code*

## Award Contact Information

Your Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## HVAC Maintenance Contact Information

In House Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Air Quality Test Provider: \_\_\_\_\_ Maintenance Provider: \_\_\_\_\_

## Billing Information

Please use the following information to pay the \$1000 non-refundable processing fee:

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC \_\_\_\_\_ Name on card \_\_\_\_\_

Billing Address: \_\_\_\_\_  
*Street Address City Province Postal Code*

## Awards Checklist

Section		Confirmed	Value	Guideline/Ideal	Award
Environmental Controls	Temperature			20–26°C	≥ Bronze
	Seasonal Temperature Setpoints			Winter 20–24°C (68–75°F) Summer 24–27°C (75–81°F)	≥ Gold
	Humidity			30-60%	≥ Bronze
	Refined Humidity Levels			40-50%	Platinum
Pollutants	Carbon dioxide (CO <sub>2</sub> )			<1090 ppm, <700 ppm above outdoor levels	≥ Bronze
	PM <sub>2.5</sub>			<15 µg/m <sup>3</sup>	≥ Bronze
	PM <sub>10</sub>			<50 µg/m <sup>3</sup>	≥ Bronze
	Carbon monoxide (CO)			<9ppm	≥ Bronze
	Total VOCs			<500 µg/m <sup>3</sup>	≥ Bronze
Filters	Minimum MERV 8			11 (Silver), 13 (Gold), 16/HEPA (Platinum)	≥ Bronze
	Inspected/changed quarterly				≥ Bronze
	System limits confirmed for max MERV				≥ Bronze
Maintenance Minimums	Annually: evaporator and condenser coil cleaning, duct inspection (cleaning every 3-5 years)				≥ Bronze
	Quarterly: inspecting the evaporator coil, blower, and fan components (motor, blades, and belts)				≥ Bronze
	Quarterly: inspecting, cleaning, calibrating, adjusting, and repairing parts for all major mechanical equipment				≥ Silver
	Monthly: inspecting, cleaning, calibrating, adjusting, and repairing parts for all major mechanical equipment				≥ Gold
Disinfection	UVGI/Plasma Ionization				≥ Gold
Building Automation System	Real-time monitoring for above pollutants, with: alerts, corrective actions, centralized data logging, distributed sensors				Platinum