

IAQ COMPLAINT LOG

Building Name:

Building Address:

Information to obtain about each complaint

1. A description of the complaint. What is wrong?
What has been observed? Any other comments?
2. Has it occurred before? At any particular time(s) of day, or day(s) of week
3. Is anybody else affected? Who?
4. What are the weather conditions?

Client Liaison Person:

Date & Time	Complainant's Name	Location in Bldg	Description of the Complaint	WSI Contacted?

