HEALTHY BUILDING QUESTIONNAIRE ——

This questionnaire is intended to aid building operators and owners in planning for the safe re-entry of healthy buildings. It is based on the nine healthy building categories outlined by the **Harvard Business Review**.

Building operators or facility teams should be able to complete this questionnaire in 1-2 hours going through the BAS and walking the site as needed. The results should be shared with building owners and leadership to aid in enhancing the existing systems and creating a healthy workspace. Please contact Switch Automation or Insite, LLC with any questions or to enlist help with creating a re-entry plan.

As you answer the items below, keep the following questions in mind:
- Can you easily access the data?
- Are you able to quickly determine if each are within acceptable ranges?
- Are you able to effectively communicate progress with building occupants and your senior leadership?

Questionnaire
Overview
- **Building Name:** _____
- **Building Address:** _____
- **Completed By:** _____
- **Date Completed:** _____

Ventilation
I. **Are you monitoring ventilation in real-time in any of the following ways?**

    a. **Airflow:**   Yes, all zones   Yes, some zones   No

    b. **Outdoor air flow (i.e. flow sensor, outdoor air damper position, etc.)?**   Yes   No
    Flow rate: _____
    Damper position: _____

    c. **Outdoor air flow combined with real-time occupancy levels?**
        Yes   No
    Occupancy level: Occupied/Unoccupied   Number of People   Density Percentage

    d. **Space CO_2 concentration?**
        Yes, all spaces   Yes, some spaces   No

II. **Are you easily able to tell when ventilation is outside of CDC/ASHARE recommendations?**
    Yes, watching trend lines   Yes, receive an alert   Yes, all occupants notified   No

III. **Have you increased the percentage of outdoor air flow?**   Yes   No
    What percent: _____   When: _____

Air Quality

I. **Do you have a way of monitoring, tracking, and benchmarking total volatile organic compounds (TVOC) levels? Are they within acceptable ranges as defined by EPA?**

Yes, all three   Yes, monitoring but not sure if acceptable   No

II. **Do you have a way of monitoring, tracking, and benchmarking particulate matter (PM2.5, PM10)? Are they within acceptable ranges as defined by EPA?**

Yes, both   Yes, monitoring but not sure if acceptable   No

III. **Do you have a way of alerting when these exceed recommended thresholds?**

Yes, receive an alert   Yes, notifies all occupants   No

IV. **Do you have an annual air quality testing and sensor calibration plan?**

Yes   No

Thermal Health

I. **Are you monitoring environmental variables for every space in real time to proactively address thermal comfort concerns?**
Temperature: Yes, all spaces   Yes, some spaces   No
Relative Humidity: Yes, all spaces   Yes, some spaces   No

II. **Do you have a way of verifying if the temperature and relative humidity are within CDC ranges?**

Yes, in BAS   Yes, trending   Yes, receive notifications   No

III. **Are you able to share these real-time measurements with building occupants?**

Yes, on public dashboard   Yes, if they have the app/login   No

Moisture

I. **Do you have regularly scheduled inspections for roofing, plumbing, ceilings and HVAC equipment?**

Yes   No

II. **Do you have a way of monitoring, detecting, and alerting if there is a water leak in real-time?**

Yes   No

Dusts & Pests

    I.   **Do you have a filter replacement plan?**
        Yes   No   Frequency: _____

    II.   **Do you have a way of validating when filter changes have occurred?**
        Yes, pressure sensors   Yes, Preventative Maintenance Tickets   No

    III.   **Do you have a way of validating janitorial cleanings have occurred?**
        Yes, TVOC spikes   Yes, badge access   Yes, sign-out sheet   No

Safety and Security

    I.   **Do you have a well-published emergency evacuation plan?**
        Yes   No

    II.   **Do you have a way to communicate with all building occupants quickly?**
        Yes, message distribution   Yes, sound alert   No

    III.   **Do you have a way of monitoring carbon monoxide and fire safety metrics?**
        Yes   No

    IV.   **Do you have a way of controlling access to the building?**   Yes   No
        a.   **Visitor and Contractor (Access) Management?**
            Yes   No

        b.   **Health Screenings?**
            Yes, individually done   Yes, thermal imaging at entrance   No

    V.   **Do you have Security Guards?**   Yes   No
        a.   What is their role in managing site access? _____

        b.   Do they have COVID-specific post orders that align with your policies?
            Yes   No
            Notes: _____

Water Quality

    I.   Do you have a way of regularly monitoring water quality?
        Yes   No

    II.   Do you have a plan to flush your water system before building re-entry?
        Yes, scheduled for: _____   No
        Notes: _____

    III.   Do you have a plan to clear traps and purge lines before building re-entry?
        Yes, scheduled for: _____   No
        Notes: _____

Noise

 I. **Do you have a way of monitoring sound decibel levels in the office?**
   Yes, sensors spaced throughout Yes, one sensor No

 II. **Can you alert occupants if that space exceeds recommended threshold levels?**
   Yes No

 III. **Do you have a noise cancelling and/or reduction systems?**
   Yes No

Lighting and Views

 I. **Do you have a way of monitoring and controlling light levels in the office?**
   Yes, integrated into platform Yes, on predefined schedule No

 II. **Do you have a way of lighting spaces based on real time occupancy levels?**
   Yes No

 III. **If you have a lighting system that uses motion sensors, can you use the sensor data to determine space density and traffic patterns?**
   Yes No

Present this completed this questionnaire to senior leadership to mitigate risk when preparing for building re-entry. Highlight opportunities for investment and improvement and fill in the gaps to better measure the health of your building.

Need help developing a roadmap or identifying technologies to round out your building health management strategy? Contact Switch Automation and InSite to learn more.

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