

# Building Survey Form

Type in or select answers from drop-down lists in the righthand column.

Upload answers to GeoTracker database for criteria marked with an asterisks (\*).

See Table 1 in the *Guidance on Uploading Vapor Intrusion Information into GeoTracker (Attachment 4 of Supplemental Vapor Intrusion Guidance)* for a description of Building Design Type input choices.

Person Conducting Survey	Input
Name:	
Company:	
Phone Number:	
Email:	

Building Contact Information	Input
Name:	
Contact Title:	
Phone Number:	
Email:	
Building Occupant Interviewed?	

Building Information	Input
Date of Building Survey (dd/mm/yy):	
*Building Name:	
*Building Address (Street, City):	
Coordinates for Center of Building (Latitude, Longitude; decimal degrees to 0.00000):	
*Building Location Onsite/Offsite with respect to Site/Facility:	
*Year Built (yyyy; approximate if unsure):	
*Building Occupants:	

# Building Survey Form

Building Dimensions	Input
*Building Footprint Area (within enclosed space; square feet [ft <sup>2</sup> ):	
Building Dimensions (at grade; feet by feet):	
*Ceiling Height of Ground Floor (feet, [ft]):	
*Number of Floors (excluding the basement):	

Building Design	Input
*Building Design Type:	
Has the design been modified?	
*Foundation Type:	
*Building Vapor Intrusion Mitigation System:	
*Heating, Ventilation, & Air Conditioning (HVAC) System:	
HVAC System has an Air Intake?	
Type of Energy Used in Building?	
Energy Primarily Used For?	
Number of Units for Multi-Unit Buildings:	
Number of Rooms (average per unit for multi-unit buildings):	
Number of Exterior Doors:	
Number of Elevators:	
Number of Active Exhaust Fans (e.g., kitchen/bathroom):	
Chimney or Other Vertical Draft Source?	

Building Slab	Input
Slab Thickness (inches; approximate if unsure):	
Largest Slab Penetration > 1 Foot Diameter:	
Soil Type (USCS) 0 to 3 Feet Below Building:	
Evidence of moisture intrusion from Below Slab?	
Differential Pressure Measurement Points?	

# Building Survey Form

Building Windows and Doors	Input
Number of Windows and Exterior Doors:	
Weather Sealed Windows and Exterior Doors?	
Average Area of Window Open to Outside Air (ft <sup>2</sup> ):	
Ventilation (e.g., windows, doors garage doors) Under Typical Use Conditions	

Building Crawl Space	Input
Crawl Space Height (ft):	
Number Crawl Space Vents:	
Average Area per Crawl Space Vent (ft <sup>2</sup> ):	
Evidence of moisture intrusion into Crawl Space from Soil?	

Building Basement	Input
Basement Height (ft):	
Basement Footprint Area (ft <sup>2</sup> ):	
Basement Wall Area Below Ground Surface (ft <sup>2</sup> ):	
Exposed Basement above grade?	
Vents or Windows above-grade in exposed basement?	
Unfinished Basement?	
Evidence of moisture intrusion into Basement from Soil?	

# Building Survey Form

Factors Potentially Influencing Indoor Air Quality	Input
Is there an attached garage?	
Is there smoking in the building?	
Is there new carpet or furniture?	
Have clothes or drapes been recently dry cleaned?	
Has painting or staining been done within the last six months?	
Has the building been recently remodeled?	
Has the building ever had a fire?	
Is there a hobby or craft area in the building?	
Are scented products (e.g. air fresheners, scented candles) regularly used inside?	
Is there a chemical storage area at the building (e.g., solvent cleaners)?	
Is there a fuel oil tank on the property?	
Is there a septic tank on the property?	
Has the building been fumigated or sprayed for pests recently?	
Historically the building was primarily used for?	
Do current building occupants use solvents at another location (e.g., work, hobby)?	

# Building Survey Form

Meteorological Conditions	Input
Weather:	
Outdoor Temperature - High (°F):	
Outdoor Temperature - Low (°F):	
Indoor Temperature (°F):	
Barometric Pressure Reading (mmHg):	
Wind Direction:	
Average Wind Speed (mph):	
HVAC Setting for Current Season:	

## Other Comments

(End of Form)

## Building Survey Form Drop Down Lists

### Contact Title:

Owner  
Manager  
Occupant  
Other

### Building Occupant Interviewed?

Yes  
No

### \*Building Location Onsite/Offsite/Offsite with respect to Site/Facility

Onsite  
Offsite

### \*Building Occupants:

Residential  
Commercial  
Residential Unit over Commercial Unit  
Sensitive Use (e.g. Child Care or Medical Facility)

### \*Building Design Type:

Single Unit Residential  
Multi-Unit Residential (e.g. duplex, apartments)  
Single Unit Commercial  
Multi-Unit Commercial (e.g. strip mall)  
Multi-Unit Mixed Use  
Auditorium (e.g. church, theater)  
School  
Industrial  
Manufacturing Facility  
Warehouse  
Other

### Has the design been modified?

Yes  
No  
Unknown

**\*Foundation Type:**

Slab-on-Grade  
Crawl Space  
Partial Crawl Space  
Basement  
Partial Basement  
Podium  
Earthen  
Secondary Slab Pour  
Other

**\*Building Vapor Intrusion Mitigation System:**

Vapor Intrusion Barrier Only  
Passive Vented System  
Active Vented System  
Subslab Depressurization System  
Other  
None

**\*Heating Ventilation, & Air Conditioning (HVAC) System:**

Heating Only  
Cooling Only  
Heating & Cooling  
None

**HVAC System has an Air Intake?**

Yes  
No  
Unknown

**Type of Energy Used in Building?**

Natural Gas  
Fuel Oil  
Propane  
Electricity  
Wood  
Kerosene  
More Than One Type  
Other  
None  
Unkown

**Energy Primarily Used For?**

- Space Heating
- Water Heating
- Cooking
- Drying Laundry (Interior)
- Commercial/Industrial Processes
- Other
- Unknown

**Chimney or Other Vertical Draft Source?**

- Yes
- No

**Largest Slab Penetrations > 1 Foot Diameter**

- Slump Elevator
- Shaft
- Floor Drain
- Other
- None

**Soil Type (USCS) 0 to 3 Feet Below Building:**

- Fine
- Coarse
- Fine and Coarse
- Unknown

**Evidence of moisture intrusion from Below Slab?**

- Yes
- No
- N/A

**Differential Pressure Measurement Points?**

- Yes
- No
- Unknown

**Weather Sealed Windows and Exterior Doors?**

- All Sealed
- Some Sealed
- None Sealed
- Unknown



**Ventilation (e.g., windows, doors, garage doors) Under Typical Use Conditions**

Most Windows and/or Doors Open

All Windows and Doors Closed

Minimal open Windows or Doors

**Evidence of moisture intrusion into Crawl Space from Soil?**

Yes

No

N/A

**Exposed Basement above grade?**

Yes

No

N/A

**Vents or Windows above-grade in exposed basement?**

Yes

No

N/A

**Unfinished Basement?**

Yes

No

N/A

**Evidence of moisture intrusion into Basement from Soil?**

Yes

No

N/A

**Is there an attached garage?**

Yes

No

**Is there smoking in the building?**

Yes

No

Unknown

**Is there new carpet or furniture?**

Yes

No

Unknown

**Have clothes or drapes been recently dry cleaned?**

- Yes
- No
- Unknown

**Has painting or staining been done within the last six months?**

- Yes
- No
- Unknown

**Has the building been recently remodeled?**

- Yes
- No
- Unknown

**Has the building ever had a fire?**

- Yes
- No
- Unknown

**Is there a hobby or craft area in the building?**

- Yes
- No
- Unknown

**Are scented products (e.g. air fresheners, scented candles) regularly used inside?**

- Yes
- No
- Unknown

**Is there a chemical storage area at the building (e.g., solvent cleaners)?**

- Yes
- No
- Unknown

**Is there a fuel oil tank on the property?**

- Yes
- No
- Unknown

**Is there a septic tank on the property?**

- Yes
- No
- Unknown

**Has the building been fumigated or sprayed for pests recently?**

- Yes
- No
- Unknown

**Historically the building was primarily used for?**

- Dry Cleaner
- Industrial Degreasing/Cleaning
- Laboratory
- Manufacturing
- Painting/Finishing
- Residential
- Commercial Office
- Warehouse
- Other
- Unknown

**Do current building occupants use solvents at another location (e.g., work, hobby)?**

- Dy Cleaner
- Industrial Degreasing/Cleaning
- Laboratory
- Manufacturing
- Painting/Finishing
- Other
- None

**Wind Direction:**

- N
- NW
- NE
- W
- S
- SW
- SE
- E

**HVAC Setting for Current Season?**

- Heating
- Cooling
- Off