

REPORTING CHECKLIST

PROJECT

AIR FILTER REPLACEMENTS

FINAL PROJECT REPORT

- HVAC Assessment Report
- Detailed list of purchased air filters, including make, model numbers, and MERV rating

ANNUAL OPERATIONS REPORT

- Grant recipient name and facility name
- Facility operation record
 - The dates and hours of clean air center operation
 - Estimated number of community members who utilize the clean air center facility
- Maintenance - repairs, filter changes, etc.