

# REPORTING CHECKLIST

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**PROJECT**

**PORTABLE AIR CLEANERS**

## FINAL PROJECT REPORT

- Detailed list of purchased devices and filters, including make and model numbers

## ANNUAL OPERATIONS REPORT

- Grant recipient name and entity
- Device deployment record
  - Dates of device deployment
  - Number of portable air cleaners deployed
  - Address of facilities where devices were deployed and whether located in vulnerable community
  - Device model number and quantity of deployed devices
  - Estimated number of people at each deployment location
  - Report feedback on the operations and maintenance of the air portable cleaner, including recommendations for their improved use