

Notice of Inspection for Facilitating Staff

A radon test is scheduled for:

Building: _____

Test Start Date: _____ Test End Date: _____

Please help to maintain the required test conditions throughout the building:

1. All windows and exterior doors must be kept closed (aside for momentary entry or exit) for 12 hours before and during the test.
2. Heating and cooling systems must be set to normal occupied operating temperatures.
3. Test devices are not to be disturbed.

Further guidance on required building conditions are found on the next page.

Test kits are not dangerous in any way. The type of devices used for this testing may include:

- **Short-term test kits:** It's important these devices are fully open and not covered. They will be analyzed by a laboratory.
- **Continuous radon monitors:** These are electronic monitors that record hourly radon readings.
- **Long-term test kits:** It is important that these devices are not covered. They will be analyzed by a laboratory.

Declaration of Observed Compliance:

Failure to reasonably maintain test conditions can lead to unnecessary expense, disruptions, and unreliable data. Disturbing test devices can also cause unreliable or invalid test results.

- Please report in a timely manner if required test conditions are not maintained.
- Please sign and return this form once the test is complete.

To the best of my knowledge, the required conditions were maintained during the test.

Yes No

Name: _____

Signature: _____ Date: _____

Required Closed Building Conditions for Radon Testing

Building Component	Action Required
Windows	Keep Closed, Seal broken windows closed
External doors (except for normal entry or exit)	Keep Closed
Heating & Cooling Systems	Set to normal operating conditions
Bathroom fans	Operate normally
Fireplaces (including gas)	Do not operate
Auxiliary or temporary systems that bring air into the building	Do not operate, unless an integral part of HVAC or supplies make-up air for combustion appliances
Exhaust systems (ex. from shops, laundries, kitchens)	Avoid excessive operation
Interior doors, Stairwells, Fire Doors	Operate Normally
Garage doors	Operate normally
Ceiling Fans, Portable Fans	Do not blow directly on the test device
Window AC Units	Operate in recirculation mode only
Window Fans	Do not operate. Seal shut or remove.
Humidifiers, Dehumidifiers, Portable Air Cleaners	Operate Normally
Central Vacuum Cleaner Systems	Operate Normally
Passive crawl space vents	Operate normally
Crawlspace exhaust systems for humidity control	Operate normally
Passive Vents for Combustion Make-Up Air	Leave Open

NOTICE OF INSPECTION FOR FACILITATING STAFF

Building Component	Action Required
Combustion Appliance Vents	Operate Normally
Passive Solar Systems	Operate Normally
Attic Vent Fans	Operate Normally
Evaporative Cooling Systems	Do not operate

Radon Test Device Placement Requirements

Place detectors within the general breathing zone. Locate detectors no less than:

- 3 feet from exterior doors, windows, other openings to outdoors,
- 20 inches above the floor,
- 4 inches from other test devices and objects, and
- 1 foot from ceilings.

Place detectors where they are not easily disturbed.

Place detectors where they are not influenced by other factors:

- Do not place in closets, crawlspaces, cupboards, sumps, or nooks within building foundation,
- Do not place devices in areas with high air movement (ex. mechanical areas, furnace closets),
- Do not place devices in areas with high humidity (ex. kitchens, bathrooms, laundry rooms),
- Do not place devices near drafts from HVAC systems or fans,
- Do not place test devices near heat sources (ex. appliances, radiators, fireplaces, direct sun), and
- Do not place detectors on devices that produce radiation (ex. natural stone counters, pool tables, rock collections)

For more information regarding on-site activities, contact:

Licensed measurement professional: _____

Minnesota Department of Health, Indoor Air Unit, PO Box 64975, St. Paul, MN 55164
651-201-4601, health.indoorair@state.mn.us, mn.gov/radon

8/17/2023, To obtain this information in a different format, call: 651-201-4601.