

Air monitoring check list

Prepare SidePak (3 steps)

Charge battery

Clean and grease the impactor

Zero calibrate

Start logging data (record the time!)

Lock the SidePak keypad

Visit venues and record observations

Times of entry, counts and exit

Count # people every 15 minutes

Count # burning cigarettes every 15 minutes

Take notes on who, what, where, and when

Measure room volumes (use sonic measure)

A few descriptive sentences on each place

Buy something in each place you visit (be a patron)

Spend at least 5 minutes outside between venues

When you're done monitoring

Unlock the SidePak keypad

Stop logging (record the time!)

Turn off the device recharge it for next time

Connect SidePak to PC

Download the data using TrakPro Software

Enter your notes/observations into an Excel spreadsheet

Email TrakPro (.tpk) and Excel files to

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