

Indoor Air Quality

Indoor Air Quality: Housekeeping

| Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the space surrounding the HVAC system clean and dry? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is HVAC equipment free of leaks of oil, water, refrigerants or signs of other inadequate maintenance? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are reservoirs, drain pans, and other parts of the HVAC system containing standing water free of any visible microbial growth? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are cooling towers free of any visible microbial growth? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are mechanical rooms free of clutter, trash, and stored chemicals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are windows, doors, vents, stacks, and other portals used for natural ventilation operating properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are ceilings free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are areas around windows free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are walls free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are floors free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are walls and floors free of cracks or holes which could permit the entry of soil gases and wet earth smells? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is the building free of uneven temperatures? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Is the building free of persistent odors (e.g., tobacco smoke)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Is the building free of drafts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the building free of sensations of stuffiness? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Is the building free of other signs of occupant discomfort (e.g., employees wearing heavier or lighter clothing than normal or appropriate)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are hazardous substances used and stored so that vapors do not escape into the air? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Is trash stored in a location that will not affect the HVAC system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Are pesticides applied in locations which do not affect the HVAC system? |

Indoor Air Quality: Ventilation

| Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are furniture, boxes, or other materials stored in such a way to prevent insufficient ventilation? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are air filters clean? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are vents, exhausts, and air intakes located away from sources of potential air contamination (e.g., plumbing vents, exhaust outlets, dumpsters, loading docks where vehicles idle) properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Do ceiling plenums have adequate air movement even when walls or full-height partitions extend to the floor above? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Does the HVAC system maintain appropriate pressure relationships to isolate and contain odors and contaminants in mixed-use buildings and around special use areas (e.g., attached parking garages, loading docks, print shops, smoking lounges, storage areas, kitchens)? |

Indoor Air Quality: Operations

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are HVAC system operating cycles scheduled according to whether they are occupied/unoccupied? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Are loading dock vehicles located to prevent exhaust fumes from entering the HVAC intake duct? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Are odors, dusts, and emissions from painting, roof repair, and other contaminant-producing activities isolated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are appropriate measures of temperature, humidity, and airflow routinely recorded? |

Indoor Air Quality: Temperature and Humidity

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. During winter months, is an optimal temperature between 68°F to 75°F maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. During summer months, is an optimal temperature between 73°F and 79°F maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are humidity levels maintained between 30% to 60% relative humidity? |

Indoor Air Quality: Renovations and Remodeling

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Have ventilation or other protective devices been used to safeguard employees from dust, small particles, and toxic gases? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are renovation areas in occupied buildings isolated so that dust and debris is confined to the renovation or construction area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Have precautions been implemented in case lead-based paint is disturbed during renovation or new construction? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Have product labels of new materials (e.g., paints, adhesives, sealants, solvents, insulation, particle board, plywood, floor coverings, carpet backing, textiles) been reviewed to determine if they will emit volatile organic compounds during installation or use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Have employees been notified at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area? |

Indoor Air Quality: Maintenance

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Is routine, preventive maintenance conducted on the HVAC system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Does preventive maintenance on the HVAC system include confirming that all equipments and parts are in operating order? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Does preventive maintenance on the HVAC system include checking and/or changing air filters? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Does preventive maintenance on the HVAC system include checking and/or changing belts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Does preventive maintenance on the HVAC system include lubricating equipment parts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Does preventive maintenance on the HVAC system include checking the motors? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Is routine, preventive maintenance conducted on cooling towers? |