INDOOR AIR QUALITY CHECKLIST

Prepare your facilities for cold weather occupancy and hygienic health for occupants. Periodically assessing your facilities IAQ health can prevent occupant concerns and improve productivity.

Building Tasks	Completed Yes/No or Comments
Review and Update IAQ management plan. Ensure IAQ concern reporting with forms.	
Inventory of known/potential IAQ concern areas	
Document obvious visual issues (i.e. water damage, discoloration, odors, low ventilation areas)	
Housekeeping maintained: cleaning schedules sufficient, clutter/debris/dust removed frequently, carpets/rugs to remove allergens	
Pest control methods & procedures in place to maintain cleanliness and manage pest impact	
Safety committee discussions of IAQ concerns, include in building walkthroughs and safety discussions	
Safety protocols in place to implement increased disinfecting, HEPA machines, etc. in the event of a cold/flu/virus increase in building during "illness season"	
Have an established contact with IAQ firm for concern support and investigation	
Have an established contact with water intrusion/ mold remediation contractor in the event an emergency Qualified contractors should follow industry best practices and/or IICRC S500 protocols.	

Reference: Environmental Protection Agency (EPA) "*Building Air Quality Guide: A Guide for Building Owners and Facility Managers*"

https://www.epa.gov/indoor-air-quality-iaq/building-air-quality-guide-guide-building-owners-and-facility-managers

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VENTILATION CHECKLIST

Ventilation Tasks	Completed Yes/No or Comments
System filters are replaced and are properly fitting to prevent air bypass	
Heating/cooling coils are clean and free of debris	
Ductwork inspected (where visible) and free of excessive debris, visible damage to interior insulation (if present) with no signs of moisture/mold	
Cold weather control settings and sensors are calibrated and functioning correctly to provide sufficient outdoor air and air exchanges to the spaces to limit odors, allergens, airborne concerns and illness	
*Sufficient outdoor air and air exchanges/hour are occurring in occupied spaces: • 20 CFM outdoor air/occupant -office setting • 2-3 air exchanges in commercial buildings • 5-6 air exchanges in education settings • 6-12 air exchanges in hospitals/health care	
No pollution sources near outdoor air intakes such as: dumpsters/garbage, vehicles, exhaust vents, birds/animals, snow drift blockage, etc.	
Air supply and return diffusers and grilles in spaces are not blocked	
Dampers are open and functioning correctly: supply, return, exhaust & fire dampers	
Other	
Building areas experiencing ventilation challenges, are aging, or IAQ concerns with operation or conditions	**Consider a recommissioning study to review the current building operation against design or best operation. This can provide documentation and priorities for improving ventilation operation, IAQ and find energy savings**
If facility is experiencing ventilation or IAQ management challenges due to knowledge gaps due to retirements or staff new to facility management.	**Consider utilizing training resources, management plan development or guidance**

***Approximations for typical sized spaces based on ASHRAE 62.1 guideline**

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