

Appendix B

Indoor Air Quality Checklist

HVAC System

The following items on AC units feeding the area of complaint should be checked.

- Air flow into the area of complaint.
- Check grilles and registers for buildup of dust, and general cleanliness of the area.
- Check intake dampers and assure that the proper outdoor air quantity is being taken into the system.
- Check area where outdoor air is being obtained for any unusual conditions, pooling of water, biological growth or exhaust fans and roof vents less than 25 feet away.
- Check filters for any biological growth or unusual material captured in the filters.
- Check filters PM records to insure proper changing.
- Check AC unit housing for cleanliness, pooling of water, wet insulation and any biological growth.
- Check coil, drain pan for any biological growth and any unusual pooling of water or leaks into the housing.
- Check condensate drain and trap for operation.
- Check for any dry floor drains that may allow sewer gas into the AC system.

Factors Inside the Building

Floors

- New carpet
- Soiled or stained carpets
- Signs of water leakage
- Frequency of cleaning

Walls

- New paint or sealant
- Signs of water damage
- Visible growth of mold
- New decorations

Ceilings

- New paint or sealant
- New ceiling tiles
- Visible signs of water leakage or stain
- Noted condition above drop ceiling
- Missing ceiling tiles

General Room Considerations

- Pesticide use
- Plants
- New furnishings

- Use of aerosol chemicals
- Recent maintenance activities
- Construction/demolition activities occurring nearby
- Dust on horizontal surfaces
- Frequency of room cleaning
- Use of chemicals in room, adjacent, above or below
- Windows
- Below grade
- Copy machine
- Chemical spills
- Previous use of room or space
- Is room under positive or negative pressure?
- Length of time space has had its current occupants
- Waste disposal
- Prevalence of diagnosed allergies among workers
- Equipment
- Other

Factors Outside the Building

- Roofing work
- Vehicles idling
- Maintenance or construction activities
- Pollen
- Repaving projects
- Smoking
- Loading dock
- Other

Symptoms

Date of first onset

Number of individuals affected

Location of affected individuals

Condition

- Transient
- Continual

Trends

- Daily
- Weekly
- Monthly
- Seasonal

Symptoms

- weakness
- numbness
- swelling
- dry throat
- fever
- sleepiness
- coughing
- sneezing
- congestion
- rash
- joint pain
- eye irritation
- dry eyes
- headaches
- dizziness
- blurred vision
- head colds
- feeling cold or chilled
- hot – damp