

## SAFETY COMPLIANCE CHECKLIST

### Indoor Air Quality

General		
	Are HVAC operating cycles scheduled according to whether they are occupied?	
	Is the HVAC maintenance cycle conducted according to manufacturer's instructions?	
	Are plant chemicals used and stored such that vapors do not escape into the HVAC system?	
	What is the shipping/receiving schedule? Are loading dock vehicles managed to prevent exhaust fumes from entering the HVAC intake duct?	
	Are odors, dusts, and emissions from painting, roof repair, and other contaminant-producing activities isolated?	
	Are appropriate measures of temperature, humidity, and airflow taken and recorded?	
House-keeping		
	Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants?	
	Is trash stored in a location that will not affect the HVAC system and is refuse removed frequently?	
	Are pesticides applied in locations and times such that they will not affect airflow?	
	Do pest control activities occur other than the use of pesticides in a manner which takes into consideration any effect on the HVAC system?	
Indicators of Good IAQ		
	Are odors confined to locations where they are appropriate?	
	Are conditions clean and sanitary (e.g., minimal dust)?	
	Is the area free of any visible fungal growth or moldy odors (often associated with too much moisture)?	
	Are special sanitary conditions in equipment such as drain pans or cooling towers monitored according to manufacturer guidelines?	
	Are filters properly maintained?	
	Are walls free of signs of mold or moisture damage (e.g., below windows, at columns, at exterior corners), ceilings, and floors?	
	Are walls and ceilings free of any stains or discoloration? (Note: Make sure that stains are removed after leaks are repaired so that	

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	there will be visible evidence if the leak recurs.)	
	Is the are free of smoke damage? (Note: If a fire has occurred involving electrical equipment, determine whether polychlorinated biphenyls (PCB's) may have been released from the equipment).	
	Are hazardous substances used and stored so that vapors do not escape into the air?	
	Is the potential for soil gas entry (e.g., unsealed openings to earth, wet earth smells) minimized?	
	Are mechanical rooms free of clutter, trash, and stored chemicals?	
	Are light fixtures and mechanical equipment free of unusual noises?	
	Is HVAC equipment free of leaks of oil, water, refrigerants, or signs of other inadequate maintenance?	
	Is building free of uneven temperatures, persistent odors (including tobacco smoke), drafts, sensations of stuffiness, or other signs of occupant discomfort? (Look for propped-open corridor doors, blocked or taped-up diffusers, popped-up ceiling tiles, people using individual fans or heaters, or wearing heavier or lighter clothing than normal).	
<b>IAQ Problem Areas</b>		
	Is overcrowding kept from causing insufficient ventilation? (Check the capacity the building or space was designed to hold).	
	Are vents, dampers, furniture, papers, or other materials kept from causing underventilation?	
	Do ceiling plenums have adequate air movement, even when walls or full-height partitions extend to the floor above?	
	Does the HVAC system adequately respond to special equipment (e.g., copy machines, computers) that create heat sources?	
	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)?	
	Are vents, exhausts, and air intakes located properly? (Contaminant sources include plumbing vents, exhaust outlets, dumpsters, or loading docks, or other locations where vehicles idle).	
	Is the space containing the HVAC system clean and dry? (Sources of contaminants include: cleaning or maintenance supplies stored in the mechanical room, dust and dirt buildup on floors and equipment, moisture in mechanical room because of inadequate insulation, lack of conditioned air, or failure to provide for air movement).	