

Regular IAQ inspections will help you identify issues that negatively impact IAQ. Use the checklist to conduct a walk-through. Make corrections and recommend actions to tenants or staff teams, where appropriate.

IAQ Inspection Checklist	
Inspection conducted by:	
Date:	
<i>S = Satisfactory</i>	<i>U = Unsatisfactory, requires attention</i>
COMMON AREAS Air quality ___ No odors ___ Generally comfortable Walls, ceilings, floors, surface areas ___ Flat surfaces free of dust ___ Walls, windows, ceilings clean and free of contaminants ___ Restroom surface areas clean ___ Mats and carpets clean ___ Furniture/partitions clean Thermal comfort ___ Temperature feels comfortable ___ Occupants and visitors appear comfortable ___ Thermostats functional/set appropriately Lighting ___ Lighting adequate ___ No glares Acoustics ___ No areas of noise interference or loud noise Moisture control ___ No standing water	HVAC SYSTEM Mechanical room ___ No storage of chemicals or equipment ___ No unusual odors ___ Equipment and floor clean ___ Proper drainage ___ Clean pans ___ No water pooling or excess moisture ___ No mineral deposits or microbial growth ___ No excessive noise or unusual sounds ___ No excessive vibrations ___ All controls functional Air plenums and ducts ___ Mounting secure ___ No gaps or openings ___ Clean and free of debris ___ No microbial growth ___ No visible leaks ___ No unusual odors ___ Fireproofing secure and clean ___ Fire dampers open and accessible Diffusers, Louvers, Grilles ___ Mounting secure ___ Unobstructed

<input type="checkbox"/> No water damage <input type="checkbox"/> No mold or fungus growth Pollutant sources <input type="checkbox"/> Copiers at least 10 feet from occupants <input type="checkbox"/> CO exhaust does not enter property from parking garage <input type="checkbox"/> CO exhaust does not enter property from loading dock <input type="checkbox"/> CO exhaust does not enter property from entrances <input type="checkbox"/> No tobacco smoke or odors	<input type="checkbox"/> Clean/free of debris <input type="checkbox"/> No water condensation Fans <input type="checkbox"/> All hardware secure and functional <input type="checkbox"/> Unobstructed <input type="checkbox"/> Clean/free of debris <input type="checkbox"/> No water condensation <input type="checkbox"/> No corrosion <input type="checkbox"/> Belts and blades operational <input type="checkbox"/> Controls operational
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Alternative Documentation

Instead of this form, you may submit at least one of the following to IREM®:

- Paragraph summarizing your walk-through and findings
- Copy of any checklist used for your walk-through

Optional Next Steps

Use the EPA's [IAQ Building Education and Assessment Model \(I-BEAM\)](#) to further your staff's knowledge of healthy indoor environments. The program has educational modules, budgeting guidance, and additional checklists for more thorough IAQ inspections.

Reference and use *ANSI/ASHRAE/ASHE Standard 189.3-2017: Design, Construction, and Operation of Sustainable High-Performance Health Care Facilities* and the *ASHE Health Facility Commissioning Handbook and Guidelines* to optimize operations for IEQ and efficiency.