



Indoor Air Quality (IAQ) Inspection Checklist	
Inspector(s): _____	
Location/ Department: _____	Date: _____
<input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Unsatisfactory (Requires Attention)	
<p>General Observations</p> <p>Walls, Ceilings & Floors</p> <p><input type="checkbox"/> Walls, Ceilings & windows free of mould</p> <p><input type="checkbox"/> Indoor plants free of mould & odour</p> <p><input type="checkbox"/> Flat surfaces dust free</p> <p><input type="checkbox"/> Thermostats in Enclosed offices</p> <p><input type="checkbox"/> Cleanliness of shower facilities & washrooms</p> <p>Open-Concept Offices / Cubicles</p> <p><input type="checkbox"/> Screen Heights (max 1.5 metres)</p> <p><input type="checkbox"/> Screens do not touch floor</p> <p>Diffusers</p> <p><input type="checkbox"/> Diffusers are unobstructed</p> <p><input type="checkbox"/> Diffuser condition (mould, dust, dirt)</p> <p>Air Exhaust Louvers</p> <p><input type="checkbox"/> Louvers are unobstructed</p> <p><input type="checkbox"/> Louvers condition clean (mould, dust, dirt)</p> <p>Pollutant Sources (must be 3 metres from work areas)</p> <p><input type="checkbox"/> Photocopiers</p> <p><input type="checkbox"/> Chemical storage / handling area</p> <p><input type="checkbox"/> Smoking area</p> <p><input type="checkbox"/> Paper storage & handling area</p> <p><input type="checkbox"/> Number of building occupants _____</p> <p>Carbon Monoxide (CO) Sources</p> <p>Air does not enter building from:</p> <p><input type="checkbox"/> Parking area</p> <p><input type="checkbox"/> Loading dock</p> <p><input type="checkbox"/> Factory area</p> <p><input type="checkbox"/> Other (describe) _____</p> <p>Condition / location of indoor CO sources:</p> <p><input type="checkbox"/> Gas stoves, heating & other appliances</p> <p><input type="checkbox"/> Gas fired heating system</p> <p><input type="checkbox"/> Free standing gas heaters</p> <p><input type="checkbox"/> Other (describe) _____</p>	<p>Volatile Organic Compounds</p> <p><input type="checkbox"/> Cleanliness/ condition/ location of:</p> <p><input type="checkbox"/> Chemical laboratories</p> <p><input type="checkbox"/> Chemical storage areas</p> <p><input type="checkbox"/> New plywood, particle board shelving</p> <p>Cigarette Smoke</p> <p><input type="checkbox"/> Smoking policy in place/ enforced</p> <p>Ventilation System (HVAC)</p> <p><input type="checkbox"/> Adequate outdoor air intake</p> <p><input type="checkbox"/> Air intake clear of pollution sources</p> <p><input type="checkbox"/> Cleanliness of ducts & plenum</p> <p><input type="checkbox"/> Ventilation shut-down (nightly/ weekends)</p> <p><input type="checkbox"/> Air filter condition</p> <p>Humidifiers</p> <p><input type="checkbox"/> Pans & wetting media are free of slime</p> <p><input type="checkbox"/> Ducts free of mould</p> <p><input type="checkbox"/> Fans free of hard water deposits</p> <p><input type="checkbox"/> Volatile chemicals used for humidifiers</p> <p>Air Conditioning System</p> <p><input type="checkbox"/> Condensate trays free of slime</p> <p><input type="checkbox"/> Cooling coils free of slime</p> <p><input type="checkbox"/> Absence of mouldy odours</p> <p>General maintenance, Design</p> <p><input type="checkbox"/> Windows can be opened</p> <p><input type="checkbox"/> Alterations to ventilations system</p> <p><input type="checkbox"/> Number of occupants in area</p> <p><input type="checkbox"/> Usage/ condition of carpeting</p> <p><input type="checkbox"/> Work area repainted</p> <p><input type="checkbox"/> Presence of odours</p>

If issues are found with your businesses Indoor Air Quality, please contact SIMMCO