**Ventilation for Indoor Air Quality Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

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| Does the HVAC system provide at least the quantity of outdoor air designed into the system at the time the building was constructed? |
| Is the system operated in accordance with operating manual and published specifications and within environmental ranges? |
| Is the unit operating at correct line pressure (occupied and unoccupied settings)? |
| Is the HVAC system inspected at least annually and maintained so that it is clean and efficient? |
| Is ducting clean, inspected at least annually, and cleaned or repaired if any issues found? |
| Are efforts made to purchase furnishings or building treatments that do not give off toxic or offensive vapors? |
| Are outdoor air intakes clear of debris, dirt, foliage, or other obstruction? |
| Are outdoor air intakes situated to be protected from seasonal elements (heavy rain, snow) |
| Are outdoor air dampers open to minimum position? |
| Are ground level intakes protected from pollutant ingress (eg. Vehicle, oil vapors and fumes)? |
| Are filters replaced on the routine timeframe established? |
| Are filters the correct size and are they properly installed? |
| Are drain pans clean and allow water to drain away freely? |
| Are heating and cooling coils clean? |
| Is the interior of the air handling unit, including blades clean, and free of dust, mold, mildew, leaves etc.) |
| Are all electrical wiring and connections in good repair, with no bare or frayed wires? |
| Are all moving parts free from rust or corrosion? |
| Are nuts, bolts, and screws tight? |
| Is the air provided by the system in the normal operating range, with thermostats calibrated? |
| Is air quality tested if poor quality is suspected? |
| Are indoor air quality complaints investigated, and are the results conveyed to workers? |