



Indoor Air Quality Checklist

School District: _____

Facility Name: _____

Facility Type: _____

Date of Evaluation: _____

Priority	Category	Necessary Staff	IAQ Task Description	Completed?	
				Yes	No
1	Source Management	School Staff	Ensured there are no signs of mold or mildew (refer to Appendix H of the IAQ Reference Guide)	___	___
1	Source Management	School Staff	Ensured that adjacent rooms or halls are free of odor	___	___
2	Source Management	School Staff	Hand sanitizing stations are located outside of classrooms	___	___
2	Source Management	School Staff	Ensured that water is poured down floor drains once per week (approx. 1 quart of water)	___	___
2	Source Management	School Staff	Ensured that water is run in sinks at least once per week (about 2 cups of water)	___	___
1	Moisture Management	School Staff	Ensured classroom sinks and lavatories are free of leaks	___	___
1	Moisture Management	School Staff	Ensured ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks)	___	___
1	Moisture Management	School Staff	Ensured that spills are cleaned promptly	___	___
1	Moisture Management	Facilities Staff	Cold water pipes are free of condensate	___	___
2	Moisture Management	School Staff	Indoor surfaces and exterior walls are free of condensate	___	___
1	Cleaning/Allergens	School Staff	Ensured rooms are cleaned and vacuumed regularly	___	___
1	Cleaning/Allergens	School Staff	Ensured room is free of pests and vermin	___	___
1	Cleaning/Allergens	Facilities Staff	Used unscented, school-approved cleaners in classrooms	___	___
2	Cleaning/Allergens	School Staff	Comply with MSBA policy ECG limiting animals in classrooms	___	___
2	Cleaning/Allergens	School Staff	Ensured rooms are free of clutter	___	___
2	Cleaning/Allergens	School Staff	Ensured that trash is removed daily	___	___
2	Cleaning/Allergens	School Staff	Used unscented, air fresheners, if any, in rooms	___	___
3	Cleaning/Allergens	School Staff	Ensured that no food is stored in classroom overnight	___	___
1	HVAC	School Staff	Are temperature and humidity levels acceptable even with increased ventilation strategies for IAQ	___	___
1	HVAC	School Staff	Ensure air is flowing from supply vent	___	___

Priority	Category	Necessary Staff	IAQ Task Description	Completed?	
				Yes	No
1	HVAC	Facilities Staff	Mechanical equipment is in working order and comfortably within its assumed effective life span	—	—
1	HVAC	Facilities Staff	Ensure there are no vehicle exhaust or kitchen exhaust odors in the classroom	—	—
1	HVAC	Facilities Staff	Determine that exhaust fans are operating properly	—	—
1	HVAC	Professional	Has test & balance (t&b) been performed in the last 5 years	—	—
1	HVAC	Professional	Are there known temperature or humidity control concerns with the existing system or spaces?	—	—
2	HVAC	Facilities Staff	System has humidity control capabilities	—	—
2	HVAC	Professional	Has commissioning been performed in the last 5 years	—	—
3	HVAC	Facilities Staff	Are shop drawings/submittals/t&b documents/commissioning reports available	—	—
1	Ventilation	School Staff	Return air grilles are separated from supply diffusers	—	—
1	Ventilation	Facilities Staff	Does the mechanical system include a fresh air/outside air intake	—	—
1	Ventilation	Facilities Staff	Is the outside air damper open	—	—
1	Ventilation	Facilities Staff	Is the HVAC system fan operating continuously during occupied hours, 2 hours prior, and 2 hours after	—	—
1	Ventilation	Facilities Staff	Fresh air/outside air intake pathways are free of debris, standing water, and minimum 15 feet from contaminants	—	—
1	Ventilation	Facilities Staff	Verify exhaust fans are provided at pollutant generating locations (janitor's closets, kitchens, restrooms, art rooms, science classrooms, etc)	—	—
1	Ventilation	Professional	Does the mechanical system provide outside air at ASHRAE 62 rates	—	—
2	Ventilation	Professional	Can the mechanical system provide outside air ABOVE ASHRAE 62 rates	—	—
2	Ventilation	Professional	Verify that fume hoods are working properly in accordance with manufacturer requirements	—	—
3	Ventilation	Facilities Staff	The HVAC system is using demand control ventilation sequences	—	—
1	Filtration	Facilities Staff	Portable HEPA Filtration provided at high risk areas (nurse's office)	—	—
1	Filtration	Facilities Staff	Document that existing filters are minimum of MERV 8	—	—
1	Filtration	Facilities Staff	Filters at equipment are inspected regularly and changed when dirty	—	—
1	Filtration	Professional	Can adequate airflow be achieved with MERV 13 air filters? (td by design professional)	—	—