



See the Overview Document for More Information

# Indoor Air Quality Walkthrough Checklist



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Indoor air quality (IAQ) refers to the quality of air in the overall indoor environment. The indoor environment of any building is a complex interaction of the site, climate, building materials, furnishings, HVAC systems, building occupants, and pollutant sources. Examples of indoor pollutants are carbon monoxide, particulate matter (PM), mold, viruses, bacteria, radon, lead, pesticides, and asbestos.

In schools and institutions of higher education, building occupants are close together, with the typical educational setting having approximately four times as many occupants as office buildings for the same amount of floor space. Educational setting activities and resources, such as supplies and materials in art, home economics, and vocational education classes can introduce a variety of pollutants. Educational settings can also have multiple HVAC systems and other mechanical equipment, which can strain the custodial and maintenance staff.

The IAQ walkthrough should include both an exterior and interior inspection. Some areas may require additional attention, such as print shops, laboratories, kitchens, garages, loading docks, cleaning storage areas, and vocational education settings. Use this checklist to look for moisture and mold, cleanliness, comfortable temperature, pollutant control, and adequate ventilation. When inspecting where the fresh outdoor air comes into the building, ensure that those intake sources are not near outdoor pollutants, such as bus, car, or truck exhaust; hazardous waste sites; hospital incinerators; cooling tower mists; etc.

This is an IAQ walkthrough checklist that will help users identify what areas/items require further investigation. It is part of a series of documents in an NEA Building Walkthrough Toolkit. If the “NO” column is checked off in any of the below categories, those items will require additional follow-up, investigation, and mitigation.

Worksite Address: \_\_\_\_\_  
Building Name: \_\_\_\_\_  
Location within Building: \_\_\_\_\_  
Date and Time: \_\_\_\_\_  
Conducted by Health and Safety Committee Local: \_\_\_\_\_  
Facilities Representatives: \_\_\_\_\_

## The Exterior of the Building

What type of neighborhood surrounds the building?

Rural \_\_\_ Urban \_\_\_ Industrial \_\_\_ Suburban Residential \_\_\_

What do you see within a five-block radius of the building? *Circle all that apply.*

Residential Dwellings Factories Highways Waste Dumps Hospitals  
 Busy streets Bus Parking/Idling Garage Farms Lakes  
 Large Quantities of Bird Droppings  
 Other: \_\_\_\_\_

### Outside of the Building

What is the general condition of the building?

Excellent \_\_\_ Good \_\_\_ Poor \_\_\_

Where does the outdoor air come into the building?

Roof \_\_\_ On the side of classrooms \_\_\_ Ground Level \_\_\_\_\_

How old is the building? \_\_\_\_\_

Were any major renovations done? If so, when?

\_\_\_\_\_

What is the condition of the mortar?

Excellent \_\_\_ Good \_\_\_ Poor \_\_\_

Does the building have windows that can be opened?

Yes \_\_\_ No \_\_\_ Both \_\_\_

*(Note the locations where windows do not open.)*

What is the condition of the bricks?

Excellent \_\_\_ Good \_\_\_ Poor \_\_\_

Moisture and Mold	YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Is the work area free of signs of mold?									
Is the building free from any damp, moldy, and musty smell?									

Are ceilings, carpets, and books kept in good and dry conditions?									
Is the building free of signs of dripping pipes?									
Are cold pipes, ducts, and surfaces free of signs of condensation?									
Is the roof free of signs of visible roof damage that may cause a leak?									
Do the downspouts discharge away from the building?									
Is landscaping sloped away from the building?									
Are crawlspaces in dry conditions?									
Are mold-prone areas—such as swimming pools, showers, locker rooms, and kitchens—adequately ventilated?									
Is the building free of any water damage on mold-friendly building materials, like carpeting, acoustic ceiling tiles, or wallboards?									
Is the building free of any water leaks?									
Is there a history of floods, leaks, or other water damage in the building?									

Cleanliness	YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Are work areas kept clean?									
Are walk-off mats used at exterior entrances? Are they regularly cleaned?									
Are vacuum cleaners efficient, and are bags routinely changed?									
Is wet or microfiber mopping used instead of dry mopping?									
Are buildings free of signs of insect, animal, rodent, bat, or bird infestation?									

Temperature Control	YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Are radiators or thermostats, if present, set so that the temperatures can be controlled in individual rooms?									
Are thermostats within the recommended range of 68–78°F?									
Is relative humidity within the recommended levels of 40–60 percent?									
Are there windows that have shades and do the shades									

provide sufficient temperature control?									
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Pollutant Control	YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Is the area free of any chemical smells or other unpleasant odors?									
Are drain traps filled with water monthly? <i>This can prevent allow sewer gas entry.</i>									
Are the least toxic pest control methods used?									
Is the building free of signs of disturbed asbestos, fiberglass, and/or lead paint?									
Is the building free of signs of toxic construction products or debris when students/staff are present—such as paints, coatings, adhesives, carpeting, or roofing materials?									
Are outdoor air intakes far from any pollution sources? <i>Pollution sources such as smog, pesticide use, chimneys, industrial plants, or stacks.</i>									
Are idling vehicles far from any outdoor air intake?									
Has the building been tested for radon?									
Are radon assessments and reports available for review? <i>If radon was found, the district</i>									

<i>should implement remediation and provide additional ventilation in areas where it is present.</i>									
Are carbon dioxide measurements below 800–1,000 ppm?									
Are indoor air quality tests done for carbon monoxide or volatile organic compounds?									

<b>Adequate Ventilation</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>N/A</b>	<b>ROOM NO.</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION REQUIRED</b>	<b>CORRECTIVE ACTION IN PROGRESS</b>	<b>CORRECTION COMPLETED</b>
When ventilation units are on, is the air flowing at the recommended range?									
Are outdoor intakes opened and unobstructed? Where are they located?									
Are vents clean and unobstructed?									
Are operable windows working?									
Is there adequate airflow from clean to dirty areas, such as kitchens, cafeterias, gyms, or locker rooms?									
Do laboratories, art rooms, and vocational educational settings have the required special ventilation systems (local exhaust)? <i>A dedicated</i>									

<i>air exhaust that exhausts stale air to the outside.</i>									
Are fans, belts, and other parts of the HVAC system in good condition?									
Is there a maintenance schedule for the HVAC system?									

<b>Health Symptoms</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>N/A</b>	<b>ROOM NO.</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION REQUIRED</b>	<b>CORRECTIVE ACTION IN PROGRESS</b>	<b>CORRECTION COMPLETED</b>
Are room occupants experiencing any illnesses, symptoms, or discomfort that stem from conditions in the room or building? <i>Symptoms may include drowsiness, dizziness, wheezing, coughing, irritation, rashes, and more.</i> <sup>1,2</sup>									

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<sup>1</sup> If staff are experiencing health symptoms as a result of occupational hazards, urge them to complete the health survey found in this toolkit. The health survey has a more comprehensive list of health symptoms that staff may experience due to IAQ issues. Staff can also track their symptoms and, if warranted, report their conditions to the local association or a UniServ field representative. The health survey provides more information on confidentiality and who and when to report conditions.

<sup>2</sup> If marked "YES," this item will require additional follow-up and investigation.