

PERRP Indoor Air Quality Checklist

Building inspection checklist	Yes	No	N/A
Ground level			
Proper drainage is away from the building (including downspouts, plantings, parking lots and other paved surfaces)	—	—	—
Sprinklers spray away from the building and outdoor air intakes	—	—	—
Walk-off mats are used at exterior entrances and are regularly cleaned	—	—	—
HVAC outdoor air intakes (dampers) are clear of obstructions and remain open, even at minimum setting	—	—	—
HVAC outdoor air intakes are free from entrainment of vehicle exhaust and other combustion engines (e.g., generator), dumpster odors or other sources of contaminants	—	—	—
Air intakes are clear of nests, droppings, collected leaves, debris, plantings and mulch	—	—	—
Roof			
In good condition	—	—	—
Free of pooling water	—	—	—
HVAC units operate properly (air flows in)	—	—	—
Exhaust fans operate properly (air flows out)	—	—	—
HVAC outdoor air intakes (dampers) are clear of obstruction and remain open, even at minimum setting	—	—	—
Outdoor air intakes are clear of nests, droppings, or collected leaves or debris	—	—	—
HVAC outdoor air intakes are free from entrainment of air from plumbing stacks and exhaust outlets	—	—	—

Building inspection checklist (Continued)

Yes No N/A

Rooms, attic, and plenums

Dusted and vacuumed regularly

___ ___ ___

Free from odors from mold or mildew (musty) and potential sources of mold/mildew (e.g., plants)

___ ___ ___

Free from chemical odors (e.g., paints/sealants, cleaners, air fresheners, etc.)

___ ___ ___

Attic, plenums; walls, ceilings, floors, air supply and return vents; and areas under plumbing are free from visible mold and mildew growth

___ ___ ___

Free from visible signs of water damage

___ ___ ___

Inside exterior walls, windows, windowsills, and window frames are free from signs of condensation

___ ___ ___

Cold water pipes are free from condensation

___ ___ ___

No evidence in attic and rooms of plumbing leaks

___ ___ ___

Ventilation

Air supply and air exhaust

Air flows from supply vents and vents have not been modified

___ ___ ___

Air supply pathway is free from obstructions

___ ___ ___

Free from obstructions

___ ___ ___

Bathrooms, restrooms and kitchens have operating exhaust fans

___ ___ ___

Filters

Clean

___ ___ ___

Filters fit properly and have an appropriate filtration (MERV rating) level

___ ___ ___

Properly installed (correctly for direction of airflow)

___ ___ ___

Documented change-out schedule that is followed

___ ___ ___

Building Inspection Checklist (Continued)	Yes	No	N/A
Drain pans and coils			
Slant toward the drain (to prevent water from accumulating)	—	—	—
Free from accumulated water and/or are not clogged	—	—	—
Clean and free of mold and mildew	—	—	—
Heating and cooling coils are clean	—	—	—
Ventilation documentation			
HVAC maintenance log	—	—	—
IAQ complaint log	—	—	—
Filter change-out schedule	—	—	—
General			
Temperature, humidity, CO ₂ and CO levels are maintained within acceptable ranges	—	—	—

References

[NIOSH Alert: Preventing Occupational Respiratory Disease from Exposures Caused by Dampness in Office Buildings, Schools, and Other Nonindustrial Buildings](#), National Institute for Occupational Safety and Health (NIOSH) publication 2013-102

[United States Environmental Protection Agency \(USEPA\) IAQ Tools for Schools Action Kit, Walk-through inspection checklist.](#)

[USEPA IAQ Tools for Schools Action Kit, Reference Guide.](#)

[USEPA Mold Remediation Checklist.](#)

(Modified from the U.S. EPA's Indoor Air Quality Tools for Schools Action Kit)

This PERRP Indoor Air Quality (IAQ) Checklist is not a standard or regulation, it is an information fact sheet and it does not impose any new compliance requirements. The IAQ checklist is advisory in nature, informational in content, and is intended to assist public employers in providing a safe and healthful workplace. Pursuant to the Ohio Public Employment Risk Reduction Act, public employers must comply with hazard-specific safety and health standards adopted by PERRP. Failure to implement any recommendations in this IAQ checklist is not, in itself, a violation of an adopted standard. For a comprehensive list of compliance requirements of adopted Ohio Employment Risk Reduction Standards, refer to Title 29 of the Code of Federal Regulations, Ohio Revised Code Chapter 4167 and Ohio Administrative Code Chapter 4167.

Under the Ohio Public Employment Risk Reduction Act of 1992 (HB308), public employers are responsible for providing safe and healthful workplaces for their employees. PERRP's role is to ensure these conditions for Ohio's public employees by adopting and enforcing standards, and providing training, education and assistance. To ask questions, obtain compliance assistance, file a complaint, or report workplace multiple hospitalization accidents, fatalities or situations posing imminent danger to public employees, call PERRP's toll-free hotline at 800-671-6858.