

## Indoor Air Quality Checklist

Requirements	EHB 15 Reference	YES	NO	N/A	Comments
Is initial and annual review of this procedure conducted and documented?	13.4.2				
Have the facility's Heating, Ventilation and Air Conditioning (HVAC) systems been checked semi-annually for compliance with this procedure?	13.3.3				
Has the facility established a preventative maintenance schedule for the HVAC system?	13.3.3				
Is the facility, free of areas of microbial growth, particularly the HVAC drip pans, drop ceiling panels, carpeting, etc.?	13.3.4				
Is the relative humidity maintained between 30% and 60% in the facility?	13.3.4				
Is the carbon dioxide level in the facility below 1000 parts per million?	13.3.3				
Are HVAC systems designed to properly distribute air throughout the workspace?	13.3.5				
Are HVAC air intakes located to minimize the entrance of contaminants (from sources such as industrial areas or parking lots) into the workplace?	13.3.6				
Are all HVAC drip pans equipped with gravity drains?	13.3.4				

Have any employee been exposed to any regulated contaminant in excess of OSHA permissible exposure limits or ACGIH threshold limit values?	13.3.9				
Have all indoor air quality concerns been investigated and documented?	13.3.8				