

**INDOOR AIR QUALITY SURVEY**

Name of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Y N NA**

- 1    Is there a musty odor in the area ?
- 2    Is there visible standing water in the area ?
- 3    Is the standing water clean?
- 4    Is the standing water dirty?
- 5    Does the standing water have an odor?
- 6    Is the flooring in the area carpeted ?
- 7    Is there water damage to carpets ?
- 8    Is the carpeting still wet ?
- 9    Was the wet carpet professionally cleaned & dried after becoming water damaged ?
- 10    How long after becoming wet was the carpet cleaned and dried ? \_\_\_\_\_ (hrs.)
- 11    Are the floors in the area tiled ?
- 12    Are floor tiles warped or separated ?
- 13    Are the floors in the area made of wood ?
- 14    Is wood flooring in the area warped ?
- 15    Is there ceiling or ceiling tile damage ?  
Estimated square footage \_\_\_\_\_
- 16    Is there visible mold on the ceiling or ceiling tile ?  
Estimated square footage \_\_\_\_\_
- 17    Does the room have an air return(s) in the ceiling ?      Number ? \_\_\_\_\_
- 18    Does the room have an air diffuser(s) in the ceiling ?      Number ? \_\_\_\_\_
- 19    Are air diffusers in the area open ?
- 20    Are air diffusers in the being blocked closed or redirected with home made device ?

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Room: \_\_\_\_\_

**Y N NA**

21  Is the surface of the air diffuser(s) clean ?

22  Is the surface of ceiling tile around the air diffuser(s) clean ?

23  Is the room under positive pressure compared to surrounding areas ?

24  Is the room under negative pressure compared to surrounding areas ?

25  Is there visible water damage to walls ?  
Estimated square footage \_\_\_\_\_

26  Are walls made from dry wall ?

27  Are room walls papered or covered with some other treatment ?

28  Is the wall-paper, or wall treatment, warping or separating ?

29  Is there visible mold growth on wall-paper or wall treatment ?

30  Is there visible mold damage to walls ?  
Estimated square footage \_\_\_\_\_

31  Is there visible water leakage through or around windows ?

32  If there damage to the walls around or below window?  
Estimated square footage \_\_\_\_\_

33  Is there visible mold growth in windows, on windows, window sills or frames?

34  Is the water damage to books or records?

35  Is there mold damage to books or records?

36  Is there a current PM log for the AHU hanging on or near the unit ?

37  Has AHU servicing the area been inspected in the last 6 months?

38  When was the last PM conducted on the AHU ? \_\_\_\_\_

39  Is anything stored in the room with the AHU?  
Identify items \_\_\_\_\_

40  Are filter intact

41  Are the filters in place

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**Y N NA**

43    Are filters clean?

44    Are filters dry?

45    Does the filter have a musty smell?

46    Is there visible mold on the filters?

47    When were the air filters last changed ? \_\_\_\_\_ (Months)

48    What is efficiency of filters? \_\_\_\_\_ (%)

49    Does the AHU drip pan contain standing water ?

50    Does the AHU(s) drip pan contain slime, mold, rust or dirt ? \_\_\_\_\_

51    Is the AHU drip pan clean?

52    When was the last time the drip pan was inspected ? \_\_\_\_\_ (Months)

53    Is the AHU cooling coils clean?

54    Does the AHU(s) have mold on the cooling coils?

55    When was the last time the cooling coils were inspected ? \_\_\_\_\_ (Months)

56    Percent of air recirculated ? \_\_\_\_\_ (%)

57    Room temperature: \_\_\_\_\_ (°F)

58    Room relative humidity: \_\_\_\_\_ (%)

59    Room Particle Count:

Diameter	Part. / L
0.3 μm	_____
0.5 μm	_____
1.0 μm	_____
3.0 μm	_____
5.0 μm	_____
10.0 μm	_____

**INDOOR AIR SURVEY**

Name of Requester: \_\_\_\_\_

Date: \_\_\_\_\_

Room: \_\_\_\_\_

60    Outside temperature ( °\_\_ ):

61    Outside relative humidity ( % ):

62    Outdoor Particle Count:

Location 1	Location 2	Average

Diameter	Part. / L
0.3 µm	_____
0.5 µm	_____
1.0 µm	_____
3.0 µm	_____
5.0 µm	_____
10.0 µm	_____

**Note any activity going on inside or outside the building that may contribute to the IAQ problem (construction, use of cleaning chemicals, storage of chemicals, etc)**

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**Note nature of requesters concern.**

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