

**A1: Baseline IAQ: Audit: Indoor Spaces**

Building \_\_\_\_\_ Space \_\_\_\_\_ Zone \_\_\_\_\_ File # \_\_\_\_\_  
 Address \_\_\_\_\_ Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Parameter	Condition		Notes	Priority
	OK	Not OK		L M H
<b>Walkthrough Checklist</b>				
<b>Air quality:</b> Air quality OK (No odors, stuffiness)?				
<b>Occupants:</b>				
Comments from occupants are positive?				
No signs of occupant discomfort (e.g. heaters, fans)?				
<b>Thermal:</b> Thermal conditions comfortable?				
<b>Lighting:</b> Lightng is adequate for tasks? No glare?				
<b>Acoustics?</b> No noise interference or intrusions?				
<b>Clean:</b> Area is clean? Meets housekeeping standards?				
<b>Moisture:</b> No moisture damage or visible fungal/mold growth				
<b>Weather-stripping:</b> Condition on doors & windows OK?				
<b>Thermostat:</b> Setting is appropriate for season?				
<b>Air Flow</b>				
Supply flow adequate (smoke pencil)?				
Return flow adequate (smoke pencil)?				
Exhaust flow adequate (smoke pencil)?				
<b>Floor &amp; carpet:</b> In good condition?				
<b>Ceiling tiles:</b> In good condition?				
<b>Furniture/partitions:</b> In good condition?				

**A1: Baseline IAQ: Audit: Indoor Spaces (continued)**

Building \_\_\_\_\_ Space \_\_\_\_\_ Zone \_\_\_\_\_ File # \_\_\_\_\_  
Address \_\_\_\_\_ Prepared by \_\_\_\_\_ Date \_\_\_\_\_

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List major thermal or contaminant sources in this space (e.g., outdoor sources, equipment, occupant activities, operation and maintenance activities, and housekeeping):

Major Thermal Sources \_\_\_\_\_

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Major Pollution sources \_\_\_\_\_

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Temperature \_\_\_\_\_ Relative Humidity \_\_\_\_\_

**Notes:**

**A1: Baseline IAQ: Audit: Indoor Spaces (continued)**

**Quantitative Profile (Complete for Each Zone):**

Outdoor air Calculations:

Outdoor air (in percent) =  $\{(C_s - C_r) / (C_o - C_r)\} \times 100$

C<sub>s</sub> = ppm of carbon dioxide in the supply air

C<sub>r</sub> = ppm of carbon dioxide in return air

C<sub>o</sub> = ppm of carbon dioxide in outside air (at outdoor air intake)

**Morning**

Space/Zone	% Outdoor Air (See Above)	Total Supply Air	Number of Occupants (peak number)*	Supply Air Per Occupant D = B/C	Outdoor air per occupant** E = D x (A/100)
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	%	cfm		cfm	cfm

**Afternoon**

Space/Zone	% Outdoor Air (See Above)	Total Supply Air	Number of Occupants (peak number)*	Supply Air Per Occupant D = B/C	Outdoor air per occupant** E = D x (A/100)
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	%	cfm		cfm	cfm

\* For office space, a default value for peak occupancy may be estimated: = floor area (square feet) divided by 150.

\*\* Should be compared with ASHRAE Standard 62-1989 (minimum of 20 cfm/occupant for office space)