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

Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Space \_\_\_\_\_\_\_\_\_\_\_\_\_ Zone \_\_\_\_\_\_\_\_File # \_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_

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

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

Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Space \_\_\_\_\_\_\_\_\_\_\_\_\_ Zone \_\_\_\_\_\_\_\_File # \_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Outdoor air Calculations:.

 Outdoor air (in percent) = {(Cs – Cr)/ (Co – Cr)} x 100

 Cs = ppm of carbon dioxide in the supply air

 Cr = ppm of carbon dioxide in return air

 Co = ppm of carbon dioxide in outside air (at outdoor air intake)

**Morning**

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

**Afternoon**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Space/Zone | **% Outdoor Air****(See Above)****A** | Total Supply AirB | Number of Occupants (peak number)\***C** | **Supply Air Per Occupant****D = B/C****D** | **Outdoor air per occupant\*\*****E = D x (A/100)****E** |
|  | *%* | *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)*