###### C3.2: Manager’s IAQ Inspections: Air Distribution Systems

Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared by\_\_\_\_\_\_\_\_\_ \_\_\_Date\_\_\_\_\_\_

Equipment \_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_File # \_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Condition | | Priority |  |
| Parameter | **OK** | **Not OK** | Notes | **L**  **M**  **H** |
| Air Ducts |  |  |  |  |
| Seals and connections OK? |  |  |  |  |
| Clean? |  |  |  |  |
| No obstruction? |  |  |  |  |
| No odors? |  |  |  |  |
| Plenums |  |  |  |  |
| General condition OK? |  |  |  |  |
| Clean? |  |  |  |  |
| No obstruction? |  |  |  |  |
| No odors? |  |  |  |  |
| No leakage? |  |  |  |  |
| **Diffusers, grilles, & registers** |  |  |  |  |
| Clean? |  |  |  |  |
| Air flow uninterupted? |  |  |  |  |
| No excess noise? |  |  |  |  |
| **Terminal boxes and induction units** | | |  |  |
| Units clean? |  |  |  |  |
| Ducts clean? |  |  |  |  |
| Filters OK? |  |  |  |  |
| No excess noise or vibration? |  |  |  |  |
| **Fan coil/unit ventilators** |  |  |  |  |
| Exterior condition OK |  |  |  |  |
| Coils clean? |  |  |  |  |
| Filters OK? |  |  |  |  |
| Pans clean, draining? |  |  |  |  |
| No excess noise or vibration? |  |  |  |  |
| **Heat Pumps** |  |  |  |  |
| Exterior conditionOK? |  |  |  |  |
| Visible ducts clean? |  |  |  |  |
| Filters OK? |  |  |  |  |