

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

Building _____ Location _____ Prepared by _____ Date _____
 Equipment _____ Manufacturer _____ Other ID _____ File # _____

Parameter	Condition		Notes	Priority
	OK	Not OK		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 uninterrupted?				
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 condition OK?				
Visible ducts clean?				
Filters OK?				