



Indoor Air Quality Assessment Checklist

18 Aug 2023 / Cillian Johnson

Complete

Score	7 / 9 (77.78%)	Flagged items	3	Actions	2
Site/Facility/Building Name	Horizon Heights Office Complex				
Location	Brooklyn, NY, USA (40.6781784, -73.9441579)				
Conducted on	18.08.2023 12:30 PST				
Assessor/Inspector Name	Cillian Johnson				

Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

Indoor Air Quality Assessment / Visual Inspection and Maintenance

Inspect for leaks, water damage, and signs of mold or mildew.

At Risk

The interior ceiling on the 2nd floor was damaged by a leaking pipe due to substandard plumbing.



Photo 1

To do | Assignee SafetyCulture Staff | Priority Low | Due 25.08.2023 13:35 PST | Created by SafetyCulture Staff

Repair ceiling on 2nd floor.

Indoor Air Quality Assessment / Potential Pollutant Sources

Evaluate presence of mold or moisture issues in bathrooms, kitchens, and other areas.

At Risk



Photo 2

To do | Assignee SafetyCulture Staff | Priority Low | Due 25.08.2023 13:36 PST | Created by SafetyCulture Staff

Address mold growth in the 3rd bathroom cubicle on the 2nd floor.

Indoor Air Quality Assessment / Potential Pollutant Sources

Check for the use of strong fragrances, candles, or incense.

At Risk

As identified previously, one of the air pollutants is the occasional instances of employees using personal air fresheners.

Other actions

0 actions

Visual Inspection and Maintenance

1 flagged, 1 action

Inspect for leaks, water damage, and signs of mold or mildew.

At Risk

The interior ceiling on the 2nd floor was damaged by a leaking pipe due to substandard plumbing.



Photo 1

To do | Assignee SafetyCulture Staff | Priority Low | Due 25.08.2023 13:35 PST | Created by SafetyCulture Staff

Repair ceiling on 2nd floor.

Check for cracks or gaps in windows, doors, and walls.

Safe

Evaluate overall cleanliness and tidiness of living spaces.

Safe

Potential Pollutant Sources

2 flagged, 1 action

Identify and list potential sources of indoor air pollutants (e.g., cleaning products, smoking, cooking emissions).

Identified potential sources of indoor air pollutants are the use of cleaning products with strong fragrances and occasional instances of employees using personal air fresheners.

Evaluate presence of mold or moisture issues in bathrooms, kitchens, and other areas.

At Risk



Photo 2

To do | Assignee SafetyCulture Staff | Priority Low | Due 25.08.2023 13:36 PST | Created by SafetyCulture Staff

Address mold growth in the 3rd bathroom cubicle on the 2nd floor.

Check for the use of strong fragrances, candles, or incense.

At Risk

As identified previously, one of the air pollutants is the occasional instances of employees using personal air fresheners.

Temperature and Humidity

Measure and record temperature in different rooms.

Safe

Within recommended comfort ranges

Measure and record humidity levels using a hygrometer.

Safe

Within recommended comfort ranges

Compare readings to recommended comfort ranges.

Safe

Air Filtration and Cleaning

Check HVAC filters for cleanliness and replacement needs.

Safe

No replacement needed

Assess use of air purifiers or indoor plants for air purification.

Safe

Inspect and clean HVAC system components, including coils and ducts.

Safe

Review cleaning practices, including dusting, vacuuming, and mopping.

Safe

Ventilation and Air Exchange

Check HVAC system for proper operation and filter cleanliness.

Safe

Inspect air vents and registers for cleanliness and obstruction.

Safe

Assess windows and doors for proper sealing and ventilation options.

Safe

Ensure exhaust fans in bathrooms and kitchen are functioning well.

Safe

Evaluate overall air circulation and comfort level.

Safe

Occupant Activities

1 / 1 (100%)

Identify any activities that might impact indoor air quality (e.g., cooking, smoking).

- Employees were observed following proper office practices, such as refraining from smoking indoors and adhering to cleanliness standards.
- Occupants were observed practicing responsible waste disposal, minimizing potential indoor air quality impacts.
- However, there were occasional instances of employees using personal air fresheners.

Discuss occupant habits and practices related to IAQ.



Carbon Dioxide Levels (Optional)

Measure carbon dioxide levels using a CO2 monitor.

The CO2 readings are around 700 parts per million (ppm).

Compare readings to recommended levels for indoor air quality.

Safe

Recommendations and Action Steps

6 / 8 (75%)

Improve ventilation by keeping windows open or using fans.



Replace HVAC filters as needed and consider regular maintenance.



No replacement needed

Address potential sources of pollutants (e.g., smoking areas, chemical products).



Maintain indoor plants and use natural air purifiers if desired.



Repair leaks, address moisture issues, and prevent mold growth.



For resolution - corrective actions are already assigned in this report

Educate occupants on proper cleaning practices and IAQ habits.



Use environmentally friendly cleaning products.



Properly store and dispose of chemicals and hazardous materials.



Completion

Notes and Observations

Two corrective actions are needed to be resolved until next Friday, August 25. Both issues were found on the 2nd floor, one in the ceiling and one in the bathroom. Both are pollutants, so immediate resolution is recommended.

Follow-Up Assessment

25.08.2023 14:00 PST

Assessor/Inspector Name and Signature



Cillian Johnson
18.08.2023 13:46 PST

Media summary



Photo 1



Photo 2