

SUMMERTIME IAQ CHECKLIST

Office buildings, hotels, theaters, etc. - public spaces are opening back up. Here are some air quality tips property managers should consider while preparing for post-COVID-19 operations.

Confirm adequate ventilation and air flow.

When evaluating operations and activities in the building, are spaces properly located and ventilated? Areas like kitchenettes and bathrooms can create unpleasant odors - make sure appropriate air flow is present relative to the purpose of the space.



Spot check your cleaning service.

How effective are your building's cleaning schedules? Are you vacuuming the carpets and dusting shelves regularly? Evaluate the efficacy of your housekeeping.



Evaluate your water intrusion policies.

Timely responses to water intrusion eliminate the potential for mold. Look at your different policies and procedures - make sure they are specific and take into account the source of intrusion. You'll respond very differently to rainwater than you do to toilet backup!



Develop a complaint process.

What's your SOP for responding to complaints? If an occupant or visitor's complaints are ignored, they might think building air quality has worsened because no one is actively managing it. Itching eyes, cough, colds, and headaches are all issues that may warrant investigation.



Maintain your HVAC filters.

Filters need to be changed on a regular schedule. Even filters that are changed quarterly create the potential for dust-related allergies or bacterial and fungal growth! Make sure your HVAC filters are properly maintained and of good quality.



Visit the air handling unit (AHU).

Check to make sure that water and dust are not accumulating inside the air handler(s). From outdoor air intake to supply into the building, all components of the AHU should be inspected.



Call for help if needed.

If you go down this checklist and see something is off, reach out to Emilcott's specialized team of CIHs, CSPs, CHMMs, Building Inspectors, Mold Assessors, and Asbestos Monitors.

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