



FALL IAQ MAINTENANCE CHECKLIST

1. REVIEW HVAC SYSTEM READINESS

- ☐ Confirm systems have been inspected and maintained before heating startup. Qualified HVAC contractors may be able to assist with inspections.
- ☐ Check filters and replace them where needed
- ☐ Verify controls, dampers, and thermostats are functioning properly

2. ASSESS DUST AND PARTICULATE ACCUMULATION

- ☐ Confirm outdoor air supply meets design and occupancy requirements
- ☐ Identify areas with uneven airflow and/or persistent comfort complaints
- ☐ Review recent space-use changes that may affect ventilation needs

3. EVALUATE DUST AND PARTICULATE RISKS

- ☐ Confirm outdoor air supply aligns with current occupancy levels
- ☐ Identify spaces with comfort or air quality complaints
- ☐ Review any space-use changes that may affect ventilation requirements

4. MONITOR HUMIDITY AND COMFORT

- ☐ Anticipate reduced indoor humidity as heating systems activate. The ASHRAE recommended range indoor air quality guidelines for relative humidity is 20-60%
- ☐ Monitor for dryness, irritation complaints, or static conditions
- ☐ Confirm temperature control settings are appropriate for occupied spaces

5. CONSIDER SENSITIVE OCCUPANCIES

- ☐ Review areas with vulnerable populations, such as healthcare or institutional settings
- ☐ Confirm housekeeping and air quality practices support occupant needs
- ☐ Address known concerns before winter occupancy increases

6. DOCUMENT CONDITIONS AT STARTUP

- ☐ Record system settings and observations when heating begins
- ☐ Track occupant feedback during early heating operation
- ☐ Use findings to determine whether further assessment is required