



# SPRING IAQ & HVAC READINESS CHECKLIST

## 1. REVIEW HVAC SYSTEM CONDITION

- Confirm systems have been inspected and maintained prior to changeover. Qualified HVAC contractors may be able to assist with inspections.
- Check filters and replace them as needed
- Verify dampers and controls are functioning as intended

## 2. ASSESS VENTILATION AND AIRFLOW

- 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

- Identify areas prone to dust buildup (mechanical rooms, ceiling plenums)
- Review cleaning schedules prior to changeover and schedule cleanings as required.
- Monitor occupant complaints related to dust or odours after startup

## 4. CONSIDER ALLERGENS AND SENSITIVITIES

- Review spaces occupied by sensitive populations, including healthcare and institutional settings
- Assess filtration adequacy for seasonal allergens, and review and adjust filter change schedules as needed.
- Confirm housekeeping and cleaning practices align with occupancy needs

## 5. MONITOR HUMIDITY AND COMFORT PARAMETERS

- Verify temperature and relative humidity controls are operating properly
- Watch for signs of excess humidity, condensation (e.g., moisture buildup, mould), or dryness
- Address comfort issues early to prevent escalation. The ideal humidity range indoors is 20-60%, according to American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) documents.

## 6. DOCUMENT CONDITIONS AND OBSERVATIONS

- Record system settings and conditions at the time of changeover
- Track occupant feedback during the first weeks of cooling operation
- Use findings to inform follow-up assessments if needed