

HVAC MAINTENANCE PERSONNEL INTERVIEW QUESTIONNAIRE

1. Can I have access to, or a copy of, the original HVAC system plans or mechanical drawings? Are the HVAC maintenance records for this building available and can I have a copy?
2. Is the HVAC system a constant volume (CV) or variable air volume (VAV) system? What is the total capacity of the HVAC system in cubic feet per minute?
3. How many separate HVAC units are there in this building and which one(s) supply the areas from which the IAQ complaints arise?
4. What is the occupancy of the entire building, as well as of the areas from which the IAQ complaints have arisen?
5. Are there sources of outdoor pollution nearby the building? Is the outdoor air intake (OAI) located near the building's exhaust ports or near loading docks where trucks idle?
6. What is the minimum percentage of outside air (OA) when recirculation or recycling occurs? Does this amount meet the design criteria of the HVAC system and how was the percentage of OA calculated? Is the return air "ducted" or does it travel through an open plenum?
7. Are there any processes taking place inside the building which are potential sources of air contaminants? If so, are there separate local exhaust systems for these processes, or are the air contaminants from these processes treated within the building? If so, how are they treated ("smog hogs," air filters, or scrubbers)? What type of air filter is used and what is the frequency of filter change?
8. Are there sources of water accumulation in the HVAC system? Is there any flood water accumulation or damage anywhere in the building? Is the building humidified or dehumidified? Is a biocide used in the drip pans?
9. When was the air handling system last balanced?
10. Does the HVAC system operate continuously during working hours? Is the start-up clock set to the correct date and time so that at least several air changes occur prior to occupancy each day?

Other questions may be necessary when interviewing HVAC maintenance personnel.