Spring IAQ Readiness Checklist

Prevent increased tenant complaints, poor air quality and comfort issues, unplanned maintenance, and energy inefficiency driven by loaded filters and dirty coils.

1. Prepare Your System

Keep outdoor elements out of your HVAC system and ensure your system is operating properly.

- ☐Inspect and clean air intakes - Remove debris and build up near intakes to ensure airflow is not restricted
- ☐Install, check and clean existing bio screens. Order bio screens to protect air intakes (if applicable)
- ☐Inspect coils. fans, and system components to ensure good working order
- ☐Schedule coil cleaning if buildup is present
- ☐Verify pressure gauges and sensors are working
- ☐Switch to summer filter bank configuration (if applicable)
- ☐Check to see if filter frames and/or filter banks need to be cleaned or repaired
- ☐Be aware of environmental changes around your building that may impact air quality conditions (Nearby construction, agricultural activity etc.)

2. Optimize and Manage Filtration

Ensure your filtration system is ready for increased seasonal loading.

- ☐Inspect prefilters and replace if they are spent
- ☐Confirm final filters are in good condition and take note of when they're scheduled to be changed
- ☐Ensure filters are properly installed and sealed
- ☐Check for air bypass in filter racks
- ☐Check gaskets to ensure good condition and a tight seal
- ☐Confirm the correct filter sizes and clips are in place
- ☐Assess if MERV 13+ upgrades are possible in your system to reduce fine particulates and PM2.5
- ☐Plan for carbon filtration as wildfire smoke could become a concern

3. Plan for Seasonal Loading

Planning ahead ensures that you can act quickly when environmental conditions change.

- ☐Increase inspection frequency and plan for additional filter changes - due to particulate build-up
- ☐Track filter performance and pressure drop
- ☐Confirm inventory levels for required filtration and order additional stock if depleted
- ☐Order carbon filters to have on hand for wildfire events
- ☐Understand system limitations under higher loads
- ☐Consider multi-stage filtration if available (add carbon for wildfire smoke)
- ☐Create a simple readiness plan for dealing with wildfire smoke. (ASHRAE Planning Framework Guidance is a great starting point)