

Company Name: _____

Maintenance Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

ASHRAE 62.1 Indoor Air Quality Ventilation System Audit Form

1.0 Form Objective & Asset Scope

This audit log is designed to verify that ventilation systems in occupied spaces meet ASHRAE 62.1 minimum outdoor air requirements and maintain acceptable indoor air quality (IAQ). It is critical for occupant health, productivity, and regulatory compliance in manufacturing plants, warehouses, and office areas.

Scope includes all mechanical ventilation units (air handlers, rooftop units, exhaust fans) serving occupied zones. This form tracks airflow measurements, filter condition, damper operation, and CO2 levels to ensure the system delivers the required outdoor air rate per ASHRAE 62.1.

2.0 Administrative & Asset Details

Date: _____

Technician Name: _____

Building / Zone Name: _____

AHU / RTU ID Tag: _____

System Type (e.g., VAV, CAV, DOAS): _____

Design Outdoor Airflow (CFM): _____

Occupied Floor Area (sq ft): _____

Current Occupancy Count: _____

3.0 Inspection / Parameter Checklist

- ☐ Pass ☐ Fail - Verify outdoor air intake is free of obstructions (debris, snow, bird nests).
- ☐ Pass ☐ Fail - Measure actual outdoor airflow using a flow hood or traverse pitot tube.
- ☐ Pass ☐ Fail - Record mixed air temperature and outdoor air temperature.
- ☐ Pass ☐ Fail - Inspect and record MERV rating of all installed filters; confirm MERV-8 or higher per ASHRAE 62.1.
- ☐ Pass ☐ Fail - Check filter differential pressure and note if replacement is needed.
- ☐ Pass ☐ Fail - Verify economizer damper operation and minimum position setpoint.
- ☐ Pass ☐ Fail - Measure CO2 concentration in representative occupied zones (target < 1000 ppm).
- ☐ Pass ☐ Fail - Inspect exhaust fans for proper operation and airflow direction.
- ☐ Pass ☐ Fail - Check supply air diffusers for proper throw and no short-circuiting.
- ☐ Pass ☐ Fail - Record static pressure across the supply fan.

☐ Pass ☐ Fail - Verify that the ventilation system operates during occupied hours per schedule.

☐ Pass ☐ Fail - Document any visible mold, moisture, or odors near air intakes or ducts.

4.0 Deficiencies & Work Order Generation

Issue Description: _____

Location (AHU/Zone): _____

Measured Value vs. Target: _____

Parts Required: _____

Priority (Low/Medium/High/Critical): _____

Work Order Reference Number: _____

5.0 Sign-off & Return to Operations

HVAC Technician Signature: _____ Date: _____

Facility Manager Review: _____ Date: _____

IAQ Compliance Officer (if applicable): _____ Date: _____

Regulatory Disclaimer: This maintenance log is a generic template. The end-user assumes all liability for validating all inspection parameters, PM frequencies, and tolerances against specific OEM machinery manuals before active shop floor deployment.