

2.1 Central Ventilation System Visual Inspection Form**Page 1 of 2**

Ventilation System Identification:			
Location:		Area Served:	
Associated mechanical room: clean <u>Y</u> <u>N</u> dry <u>Y</u> <u>N</u> stored chemicals/refuse <u>Y</u> <u>N</u>			
System Components [NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]	Surface Dust/Debris Present?	WTC Dust Present?	Component • not present • not found • inaccessible
Outside air intake: Location:			
Accessible for inspection? Y <u> </u> N <u> </u> (explain):			
– louvers, grates and/or screens			
– outside air duct			
– outside air damper(s)			
Air handling unit:			
– outside air mixing chamber			
– filter rack(s)			
– filter media			
– blower assembly incl. blower wheel, blower housing, air vanes, in-line noise attenuators			
– blower housing acoustical lining			
– pre-heat coils			
– heating coils			
– cooling coils			
– re-heat coils			
– condensate drain pan			
– supply air plenum			
– supply air plenum damper(s)			
– vibration collars			
Supply air distribution:			
– Supply air ducts Est. total ln ft <u> </u> No. locations inspected <u> </u> Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
– Accessible in-line fire dampers Est. total qty <u> </u> No. locations inspected <u> </u>			
– Accessible turning vanes Est. total qty <u> </u> No. locations inspected <u> </u>			
– In-line reheat/cooling coils Est. total qty <u> </u> No. locations inspected <u> </u>			
– Supply air diffusers Est. total qty <u> </u> No. locations inspected <u> </u>			
Return air distribution:			
– Return air ducts Est. total ln ft <u> </u> No. locations inspected <u> </u> Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u> <u>flex-duct</u> <u>wood</u>			
– Return air plenum Est. total RA plenum areas <u> </u> No. locations inspected <u> </u>			
– Return air plenum damper Est. total qty <u> </u> No. locations inspected <u> </u>			
– Accessible in-line fire dampers Est. total qty <u> </u> No. locations inspected <u> </u>			
– Accessible turning vanes Est. total qty <u> </u> No. locations inspected <u> </u>			
– Return air grilles Est. total qty <u> </u> No. locations inspected <u> </u>			

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System Components [NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]	Surface Dust/ Debris Present?	WTC Dust Present?	Component • not present • not found • inaccessible
Other (specify):			
Other Information: Filter loading (light, moderate, heavy): _____ ☐ Abraded/delaminated acoustical lining ☐ Filter bypass (describe)			
General impression (indicate recommendations for cleaning based on finding of WTC dust): 			
KEY: NP = not present; NF = not found; I = inaccessible; U = unknown			