2.4 Passive Shaft/Duct Visual Inspection Form

Passive Shaft/Duct Identification:			
Location:	Area Served:		
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 (if servicing supply air): Location: Accessible for inspection? Y_____N_____(explain):			
– louvers, grates, screens or weather cap			
Exhaust outlet/louver (if servicing exhaust air): Location: Accessible for inspection? Y_____N_____(explain):			
– louvers, grates, screens or weather cap			
Supply air distribution (if servicing supply air): – Supply air outlet(s) Est. total qty_____ No. locations inspected_____ Specify shaft substrate (circle): metal fibrous glass lined metal masonry fibrous glass board flex-duct wood			
– Accessible fire dampers Est. total qty_____ No. locations inspected_____			
– Pipes/mechanical equipment, etc. located in shaft	P		
Return air distribution (if servicing exhaust air): – Exhaust air inlet(s) Est. total qty_____ No. locations inspected_____ Specify shaft substrate (circle): metal fibrous glass lined metal masonry fibrous glass board flex-duct wood			
– Accessible fire dampers Est. total qty_____ No. locations inspected_____			
– Pipes/mechanical equipment, etc. located in shaft			
Other (specify):			
Other Information:			
General impression (indicate recommendations for cleaning based on finding of WTC dust):			
KEY: NP = not present; NF = not found; I = inaccessible; U = unknown			