

## 2.1 Central Ventilation System Visual Inspection Form

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| Ventilation System Identification:                                                                                                                                                                                                                               |                                        |                         |                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|----------------------------------------------------------------------|
| Location:                                                                                                                                                                                                                                                        |                                        | Area Served:            |                                                                      |
| Associated mechanical room: clean    Y    N    dry    Y    N    stored chemicals/refuse    Y    N                                                                                                                                                                |                                        |                         |                                                                      |
| System Components<br>[NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]                                                                                                                                    | Surface<br>Dust/<br>Debris<br>Present? | WTC<br>Dust<br>Present? | Component<br>§ not<br>present<br>§ not<br>found<br>§<br>inaccessible |
| <b>Outside air intake:</b> Location:                                                                                                                                                                                                                             |                                        |                         |                                                                      |
| Accessible for inspection? Y ____ N ____ (explain):                                                                                                                                                                                                              |                                        |                         |                                                                      |
| louvers, grates and/or screens                                                                                                                                                                                                                                   |                                        |                         |                                                                      |
| outside air duct                                                                                                                                                                                                                                                 |                                        |                         |                                                                      |
| outside air damper(s)                                                                                                                                                                                                                                            |                                        |                         |                                                                      |
| <b>Air handling unit:</b>                                                                                                                                                                                                                                        |                                        |                         |                                                                      |
| 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                                                                                                                                                                                                                                                |                                        |                         |                                                                      |
| <b>Supply air distribution:</b><br>Supply air ducts    Est. total ln ft _____    No. locations inspected _____<br>Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u><br><u>flex-duct</u> <u>wood</u> |                                        |                         |                                                                      |
| Accessible in-line fire dampers    Est. total qty _____    No. locations inspected _____                                                                                                                                                                         |                                        |                         |                                                                      |
| Accessible turning vanes    Est. total qty _____    No. locations inspected _____                                                                                                                                                                                |                                        |                         |                                                                      |
| In-line reheat/cooling coils    Est. total qty _____    No. locations inspected _____                                                                                                                                                                            |                                        |                         |                                                                      |
| Supply air diffusers    Est. total qty _____    No. locations inspected _____                                                                                                                                                                                    |                                        |                         |                                                                      |
| <b>Return air distribution:</b><br>Return air ducts    Est. total ln ft _____    No. locations inspected _____<br>Specify type (circle): <u>metal</u> <u>fibrous glass lined metal</u> <u>masonry</u> <u>fibrous glass board</u><br><u>flex-duct</u> <u>wood</u> |                                        |                         |                                                                      |
| Return air plenum    Est. total RA plenum areas _____    No. locations inspected _____                                                                                                                                                                           |                                        |                         |                                                                      |
| Return air plenum damper    Est. total qty _____    No. locations inspected _____                                                                                                                                                                                |                                        |                         |                                                                      |
| Accessible in-line fire dampers    Est. total qty _____    No. locations inspected _____                                                                                                                                                                         |                                        |                         |                                                                      |

|           |                          |                      |                               |  |  |  |
|-----------|--------------------------|----------------------|-------------------------------|--|--|--|
| inspected | Accessible turning vanes | Est. total qty _____ | No. locations _____           |  |  |  |
|           | Return air grilles       | Est. total qty _____ | No. locations inspected _____ |  |  |  |

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| System Components<br>[NOTE: if component not present (NP), not found (NF) or inaccessible (I) please indicate in last column]                                      | Surface<br>Dust/<br>Debris<br>Present? | WTC<br>Dust<br>Present? | Component<br>ξ not<br>present<br>ξ not<br>found<br>ξ<br>inaccessible |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|----------------------------------------------------------------------|
| Other (specify):                                                                                                                                                   |                                        |                         |                                                                      |
| <b>Other Information:</b><br><br>Filter loading (light, moderate, heavy): _____<br>Abraded/delaminated acoustical lining _____<br>Filter bypass (describe) _____   |                                        |                         |                                                                      |
| <b>General impression (indicate recommendations for cleaning based on finding of WTC dust):</b><br><br><div style="height: 150px; border: 1px solid black;"></div> |                                        |                         |                                                                      |
| <b>KEY: NP = not present; NF = not found; I = inaccessible; U = unknown</b>                                                                                        |                                        |                         |                                                                      |