

**CHECKLIST FOR ASSESSING THE COMPLIANCE WITH  
THE IAQ OBJECTIVES ON MOULD  
UNDER THE IAQ CERTIFICATION SCHEME FOR OFFICES AND PUBLIC PLACES  
(TECHNICAL GUIDELINES OF THE CHECKLIST IS IN THE APPENDIX)**

**1. General Information of the Premises**

**Building Name:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Weather:** \_\_\_\_\_

**Temperature (Outdoor/Indoor):** \_\_\_\_\_ °C / \_\_\_\_\_ °C **Relative Humidity (Outdoor/Indoor):** \_\_\_\_\_ %/ \_\_\_\_\_ %

**Inspected by:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_

**2. Compulsory Items**

Criteria	Complied with	Not complied with	Remarks (e.g. Location/Observation/ Measure/Reference)
<b>2.1 Evidence of growth of moulds</b>			
2.1.1 No observable possible mould growth present.			
2.1.2 No detectable damp/musty odour.			
<b>2.2 Prevention of dampness and control of excess moisture</b>			
2.2.1 Indoor relative humidity is maintained at a level below 70%.			Relative humidity: _____ %  (record the range of relative humidity measured if more than 1 sampling point)

Criteria	Complied with	Not complied with	Remarks (e.g. Location/Observation/Measure/Reference)
2.2.2 No water condensation observed on any indoor surfaces or materials.			
<b>2.3 Indicators of dampness and mould growth/remediation</b>			
<p>2.3.1 No leaks, flooding, wet floors, window leakage (that causes mould growth) present.</p> <p>If there is/are sign(s) of leaks, flooding, etc. occurred in the past 12 months, remedial measures have been taken to stop the leaks, flooding, etc. and to prevent recurrence of similar incidents. <i>(Please describe briefly the incident(s) and remedial measures<sup>1</sup> taken in the "Remarks" column.)</i></p>			
<p>2.3.2 If there is/are sign(s) of possible mould growth in the past 12 months, remedial measures have been taken to clean up the possible mould and prevent its recurrence. <i>(Please describe briefly the observations and remedial measures<sup>1</sup> taken in the "Remarks" column.)</i></p>			

Criteria	Complied with	Not complied with	Remarks (e.g. Location/Observation/Measure/Reference)
<b>2.4 Housekeeping</b>			
2.4.1 Presence of housekeeping records. (e.g. records of carpet cleaning, MVAC system servicing and incidence of water leak or flood in the past 12 months, etc.).			
2.4.2 For areas with carpets, carpet cleaning is conducted at least once per year. <sup>2</sup>			

### 3. Supplementary Inspection Items (Optional)

Supplementary Inspection Items	Remarks (e.g. Location/Observation/Measure/Reference)
<b>3.1 Design, operation and maintenance of indoor ventilation system</b>	
3.1.1 Do the design and construction of the premises and ventilation systems comply with relevant international technical codes and guidelines? If "Yes", please provide the name of the technical code or guideline (e.g. ASHRAE Standard, CIBSE Code) in the "Remarks" column.	
3.1.2 Is air ducting regularly inspected and cleaned (as necessary)? If "Yes", please describe briefly the inspection frequency and relevant records in the "Remarks" column.	
3.1.3 Is air balancing regularly checked (as necessary)? If "Yes", please describe briefly the frequency and relevant records in the "Remarks" column.	

Supplementary Inspection Items	Remarks (e.g. Location/Observation/Measure/Reference)
3.1.4 Are the following MVAC equipment regularly checked and cleaned (as necessary)?	
- Air-cooled chillers	
- Cooling towers	
- Fresh air intakes	
- MVAC equipment room	
- Air filters	
- Cooling/Heating coils	
- Drain pans	
- Fan coils	
- Air grilles/diffusers	
<b>3.2 Housekeeping</b>	
3.2.1 For areas with carpets, are the carpets regularly cleaned with a vacuum cleaner equipped with high efficiency particulate air filter (HEPA filter)? If “Yes”, please provide the cleaning method and the model of the vacuum cleaner in the “Remarks” column.	
3.2.2 Any management system <sup>3</sup> to provide a healthy indoor environment which is free of excess moisture and mould?	

Supplementary Inspection Items	Remarks (e.g. Location/Observation/Measure/Reference)
3.2.3 Are water dispensers properly installed? Any instructions and guidelines to the users to avoid water spillage?	
3.2.4 Any measure(s) is/are taken to avoid water spills, leaks and flood? If 'Yes', please describe briefly the measure(s) taken in the "Remarks" column.	

<sup>1</sup> May make reference to United States Environmental Protection Agency, *Mold Remediation in Schools and Commercial Buildings*, EPA 402-K-01-001 2008.

<sup>2</sup> May make reference to the website of the National Carpet Cleaning Association of UK (<http://www.ncca.co.uk/faq.php>).

<sup>3</sup> May make reference to Indoor Air Quality Management Group, the Government of Hong Kong Special Administrative Region: *Guidance Notes for the Management of Indoor Air Quality in Offices and Public Places*, Chapter 5 , "The 7-step IAQ Management Programme", January 2019.

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