







# Indoor Air Quality Checklist


Properties should ensure ventilation systems operate properly in accordance with manufacturer, CDC and ASHRAE guidelines to provide acceptable indoor air quality in line with occupancy levels.


 **SERVICE** Execute any deferred maintenance tasks on air handling equipment, conduct a building systems inventory, re-commission as required.

 **FILTRATION** Check all filters and, where required, change old filters. Inspect filter racks for airtightness and potential bypass, upgrade to MERV 13 or better filtration efficiency as able.

 **CONTROLS** Enable economizer mode, schedule ventilation two hours before and after occupancy, disable demand control ventilation.

 **VENTILATION** Inspect and repair all ventilation dampers and control devices, ensuring no obstructions and full range of motion, maximize ventilation rates as equipment allows.

 **MONITORING** Enable basic fault detection and diagnostics for air handling equipment as able, conduct a one-time air quality audit for regularly occupied areas.

 **SUPPLEMENTAL AIR TREATMENT** Install portable air cleaners with suitable clean air delivery rate in areas with higher occupant densities or where social distancing may be difficult.

## ABOUT SAFE STAY

“Safe Stay” is AHLA’s initiative focused on enhanced hotel cleaning practices, social interactions, and workplace protocols to meet the new health and safety challenges and expectations presented by COVID-19. Safe Stay was created in accordance with guidance issued by public health authorities, including the Centers for Disease Control and Prevention (CDC). To learn more about our industry-wide hotel cleaning guidelines, please visit [AHLA.com/SafeStay](https://www.ahla.com/SafeStay).

