







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). For more information on ventilation and air quality recommendations, please visit [AHLA.com/safe-stay-ventilation-resources](https://www.ahla.com/safe-stay-ventilation-resources).

