APPENDIX I (6)

INDOOR AIR QUALITY INVESTIGATION CHECKLIST

FOR

PHOTOCOPIER ROOMS
INDOOR AIR QUALITY INVESTIGATION CHECKLIST

PHOTOCOPIER ROOMS

Test Location: ____________________________ Date: ________________
Photocopier: ____________________________

Manufacturer: __________________________ Model: __________________________

YES   NO

1. Is toner dust visible on walls behind the copiers, around air diffusers etc.?       ☐   ☐
   (Indicates efficiency of waste toner dust containment. If toner dust overflow or spilled, excessive toner dust circulates inside the machine and is released into the room air)

2. Air vents (air supply diffuser and return air vents) visible in the room? Functioning?  ☐   ☐
   (______ air supply vents, ______return air vents)

3. Exhaust vents exit across desks or work surfaces?  ☐   ☐

4. Is the machine under regular servicing in accordance with manufacture recommendations?    ☐   ☐

5. Did the purchaser obtain environmental data from the manufacturer?  ☐   ☐
   (Environmental data provides info. Regarding room sizes, ventilation requirements, ideal locations, quantities of ozone produced under specified conditions)

6. Any odour in the room?  ☐   ☐
   (If necessary, test ozone level)
7. **Are ozone filters available?** (Inquire supplier)

8. **Is air vented from the machine being filtered?**
   (In some machines it is possible to fit filters to the machine air-exit vents, inquire supplier)

9. **Any chemicals (e.g. cleaning chemicals) being used?**

10. **Noise level exceeding permissible levels?**
    (Indicate noise level _____ dBA)

11. **Is the temperature in the room within comfort zone?**
    (If not, indicate temp. _______)

12. **Paper dust visible on flat surfaces?**

**Additional Investigations**

- **Space Requirement:**
  Room size: __________________
  No. of photocopier in the above room: __________

- **Is the photocopier in heavy demand?**
  ________ copies / hr      or ________ copies/day

- **Room ventilation:**
  ________ cfm/sq. ft. (photocopy room should have 0.5 cfm outdoor air per sq. ft.)
  or
  (refer to Material Safety Data Sheet for recommended room air changes)