

## Generic Checklist for An Industrial Hygiene Survey Using A Walk-Through Approach of a Building

Building Location:	Acceptable Yes/No	Needs improvement (list items)	Proposed Abatement Date	Date of Correction	Funding Issue? Y/N
<b>I. General</b>					
Illumination-adequate for jobtask.					
Maintenance-PM is used and items repaired in timely manner					
Temperature & Comfort Factors-within ASHRAE guidelines- See Ch 1, DENR SP Industrial Hygiene App C)					
Dust/Moldy conditions are absent					
<b>II. Materials and Chemicals</b>					
Chemical Name is known/listed?					
Chemical inventory sheet is in use					
A chemical inventory list is retained on and off site?					
Toxic Effect Category is known and listed?					
Rate of Use/Am't Stored is listed and up to date?					
MSDS- staff is trained on and uses them/Container labeling in use?					
Storage Practices-adequate and proper for the type and volume of chemical/material being stored? Proper labeling in use?					
Proper disposal of Chemical Waste (by Haz Waste Vendor)					
Worker Comments are documented and addressed for any items of concern?					
<b>III. Sources of Indoor Chemical Emissions</b>					
Lab-chemicals, solvents, etc.					
Bioaerosols, perfumes/colognes, carpeting/furniture, paints, etc					
Vehicle Exhaust from loading dock/open doors					
Air intake-outside contaminant entry point					
<b>IV. Physical conditions present</b>					
Excessive heat/cold environment is present					
Noise (hearing protection used and areas above 85 dbA posted)					
Vibration issues-equipment or instruments					
Radiation-Material or other form (isotopes)					
Ergonomic factors (see <a href="#">PC workstation checklist</a> )					
<b>V. Control Measures In Use</b>					
General Ventilation-no employee complaints and PM is performed					
Local Exhaust Ventilation-in use and adjusted as needed					
Personal Protective Equipment-provided and used correctly					
Isolation used for noise or chemical hazards where other methods are not available					
Exposure Duration is monitored and adjusted					
<b>VI. Comments</b>					
<div style="display: flex; justify-content: space-between;"> <span><b>Audited By:</b></span> <span><b>DATE:</b></span> </div>					

For supervisor and manager use. Submit to division Safety Audit Review subcommittee and retain a copy for 3 years.

Source: Adapted from the University of Washington-Environmental Health Online Course Material-2009: Morgan, M.S., Horstman, S.W. *Introduction to Occupational Hygiene*. 2009.