

Good Things To Do During a PEOSH IAQ Inspection

- 1) Pick several possible local union walkaround representatives in advance. Notify management in writing of their names and cell phone numbers.
- 2) Write down the names of those present and what is said at each stage of the inspection.
- 3) Attend the opening conference. Ask the inspector to review the *PEOSH IAQ Standard Inspection Guidance Document*. Make sure the inspector follows this guidance.
- 4) Ask for copies of any documents shared with the inspector.
- 5) Ask that someone familiar with the ventilation systems and with keys to locked areas accompany the inspector on the walkthrough.
- 6) Walk around with the inspector.
- 7) Complete the *IAQ Inspection Checklist* along with the inspector.
- 8) Point out problems to the inspector.
- 9) Have members point out problems to the inspector.
- 10) Have members tell the inspector in private about any of their health problems that may be related to poor IAQ.
- 11) Ask the inspector to visit all areas of concern. This might include the roof, mechanical rooms, crawl spaces, basements.
- 12) Ask the inspector to inspect the ventilation system in detail.
- 13) Write down information on any samples that are taken, noting time, place, circumstances, and results, with units.
- 14) Attend the closing conference.
- 15) Give input into how long it should take to fix violations.
- 16) Write down recommendations that are made and ask they be included in the report.
- 17) Ask the inspector to return another day if you don't feel there was enough time to do a thorough inspection.
- 18) Ask PEOSH for a re-inspection if you feel the inspector didn't do a good job.
- 19) Once the report is issued, follow-up with the guidance of your union staff representative. Involve the members.
- 20) If citations are issued, make sure they are posted.
- 21) If recommendations are made, make sure they are followed.



The New Jersey Work Environment Council (WEC) prepared this factsheet. Based in Trenton, WEC provides organizations with technical assistance and training about workplace and environmental hazards.

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