

Checklist for indoor environments

Name of the building:

Number of the room or premises:

Contact details of the user of the premises:

The form has been discussed with the person responsible for the premises before making a hazard notification

Yes No

1. The space is cleaned up and cleaning is made possible

OK Needs to be fixed

Table surfaces, shelves and countertops are cleaned up and they are arranged to enable easy cleaning (no unnecessary things or papers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric wires and other obstacles have been lifted from the floor to enable easy cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no textiles, such as heavy carpets or curtains, that are difficult to clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the space adequately cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Heating of the space

OK Needs to be fixed

The user has not adjusted radiator thermostats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating radiators and thermostats have not been covered with pieces of furniture or curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The air flow coming from the fans of ICT devices/computers is directed away from radiator thermostats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malfunctions of the heating system (hot, cold, draught) have been reported to the property maintenance in the form of a service request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Water and sewer

OK Needs to be fixed

Floor drains are clean and they contain water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate things have not been flushed down the sewer system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices that use water are used as instructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a service request been sent to the property maintenance regarding any observed deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Ventilation and cooling

OK Needs to be fixed

Ventilation inlet and outlet valves have not been covered and the user has not adjusted them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fittings, items hanging from the ceiling or screens do not prevent air from circulating freely in the space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The user has not placed their own heaters, humidifiers or coolers in the space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The windows are not kept open repeatedly for a long period of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A service request has been sent regarding any ventilation deficiencies or malfunctions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Surfaces and interior decoration

OK Needs to be fixed

Outside wall surfaces or the floor have not been broken with nails or fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no indoor plants, hay or dried flowers in the working room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have there been animals in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No furniture or material has been brought from buildings damaged by microbes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no new pieces of furniture in the space or they have been aired elsewhere before bringing them to the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have many personal things, such as bicycles, been stored in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A service request has been made concerning any surface damage, water stains, cracks etc. observed in the space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. The space is being used as intended

OK Needs to be
fixed

The space is being used as intended (as an office, laboratory, storage etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer:

Review date and place:

Instructions on how to fill in the checklist

1. The space is cleaned up and cleaning is made possible

The user is responsible for arranging the floor, desktop and other surfaces so that cleaners can clean up the room following the cleaning programme. This means that, for instance, electric wires must be lifted up from the floor, there must be as few things and papers on surfaces and worktops as possible, and no loose carpets are allowed. The user is responsible for disposing unnecessary things appropriately.

2. Heating of the space

It is not permitted to cover radiator thermostats, sensors or heating radiators with pieces of furniture or curtains. In addition, the air flow coming from the fans of IT devices must be directed away from radiator thermostats to ensure an even distribution of heat.

3. Water and sewer (if applicable)

Inappropriate things or substances are not allowed to enter the sewer system in order to avoid blockage, odours and corrosion. It is not permitted to leave washing machines run without supervision at night or at weekends, for instance. Washing machine and dishwasher water taps must always be shut off after use.

4. Ventilation and cooling

The user is not allowed to block or adjust ventilation inlet and outlet valves. Air must circulate freely in the room, and fittings, items hanging from the ceiling or screens cannot prevent it. If the premises are used outside agreed usage times for a longer period of time, a service request must be sent to the property maintenance to increase ventilation. The user cannot place their own heaters, humidifiers or coolers in the space. Windows should not be kept open for a long time because of ventilation balancing. In addition, dust does not enter the building if windows are kept closed, which decreases the need for cleaning.

After keeping windows open for a short period of time, they must be carefully closed. In winter, open windows cause draught, and in summer rainwater and dust can enter the building.

5. Surfaces and interior decoration

It is not permitted to damage the sealing of floor or outside wall surfaces by installing nails, screws or other fasteners that break the surface. It is not permitted to have old or dirty pieces of furniture, items, textiles, archival material or other fittings damaged by microbes that could affect indoor air in the space. If pieces of furniture are brought from another location, they must be cleaned from impurities from the previous premises (following normal final cleaning instructions or cleaning instructions for fittings damaged by microbes). New pieces of furniture must be aired elsewhere so that their odours vanish before they are carried to the premises. It is not permitted to place pieces of furniture tightly against outdoor walls particularly in the outside corners because the temperature of the wall drops which contributes to condensation.

6. The space is being used as intended

The functions of each space must correspond to the intended purpose of use. The user of the space cannot harm the quality of indoor air with their actions. For instance, an office is not primarily meant to be used as a dining space, but if people eat there, leftovers and food packaging must be taken to their respective dustbins located in breakrooms. The premises are designed for a certain number of people. Therefore, the ventilation of a teaching space designed for 20 people is not adequate for a larger number of people, for example.

It is not permitted to use storage spaces and archives as offices.