

Facility Checklist: 10 Signs Your Building Is Operating Out of Balance

A fast pattern-recognition tool for facility teams dealing with recurring comfort, pressure, humidity, and airflow complaints.

Sign	What it often points to	Check first
Persistent hot and cold spots	Airflow distribution problem, zoning issue, or control mismatch	Map the complaints by location and time of day before making adjustments
Drafts in some areas and dead air in others	Imbalanced supply distribution or pressure effects	Compare outlet behavior and look for linked door or pressure symptoms
Exterior doors tug, slam, or resist closure	Building pressure imbalance	Check building pressure relative to outdoors and compare supply vs. exhaust
Space feels cold and muggy at the same time	Moisture load, low airflow, or poor humidity control	Check space RH, fan operation, and whether the building may be pulling in humid air
Condensation on diffusers, windows, or near entrances	Humidity and pressurization problem	Check building pressure, outside conditions, and dehumidification control
Stale air or odor migration	Ventilation delivery issue or room pressure relationship problem	Review outdoor-air path, exhaust operation, and transfer relationships
Noisy diffusers or whistling outlets	Excess restriction, throttling, or bad distribution	Review static pressure and whether outlets are being used to compensate for bigger problems
Utility use climbs while comfort gets worse	System working harder against a control, airflow, or maintenance issue	Check filters, coils, schedules, and obvious overrides
Complaints return after every 'fix'	Symptoms are being treated instead of the root cause	List what changed and stop making blind adjustments
Different vendors give different answers	The building lacks a shared technical baseline	Document the symptom pattern and ask for a diagnostic sequence, not another opinion cycle

How to use this checklist

The goal is not to self-diagnose every problem from the list. The goal is to recognize when the building is showing a repeatable imbalance pattern and to prevent well-meaning trial-and-error from making the evidence harder to read.

When multiple signs appear together, treat the issue as a system story, not a room complaint.