



VENTILATION ASSESSMENT REPORT

Mansfield Jordan Jackson Elementary School, MA

Abstract

This report summarizes the findings from a walk-through completed at the Mansfield Jordan Jackson School by RISE Engineering.

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Introduction

The primary purpose of this report is to review the ventilation systems within the Jordan Jackson Elementary School. A review of the heating, ventilation and air conditioning distribution systems was performed through a site visit to the school on September 1st, 2020 (Greg Sine and Hossam Mahmoud). HVAC controls were reviewed and documented while on site. Additional information was provided by the Town in the form of mechanical plans. The review is intended to determine if there are proper systems and design configurations in place to provide appropriate air flow rates per the building code and current ASHRAE COVID-19 recommendations. A 20% inspection of representative portions of the building ventilation systems is provided.

Executive Summary

RISE Engineering inspected a 20% sample of classrooms with unit ventilators (UV) to determine ability to provide supply and exhaust air flow. UV filter condition, outside air (OA) damper position, UV fan speed settings, exhaust systems, and room volume/occupancy were noted. Additionally, RISE reviewed existing HVAC equipment conditions, OA damper position, damper operation, and filter condition, as well as inspected exhaust fan condition/operation status.

After the on-site assessment of the Jordan Jackson School HVAC equipment, the majority of equipment were deemed to be in an overall good condition. Most HVAC units featured MERV 8 filters that needed replacement, RISE understands that the school is in the process of replacing them with MERV 13 where possible. Several of the Pneumatic HVAC unit controls observed needed maintenance to control outside air (OA) dampers properly. RISE understands that the school has been working with a control technician and actively addressing the control issues and adjusting OA damper position. Inspected classrooms were noted to have the ability to deliver an acceptable amount of outside to the room, and each room featured two means of exhaust. Code recommends balanced supply and exhaust flow to ensure maximum efficiency in distributing OA throughout the space in question. The Nurse Room HVAC unit AC5 OA damper was noted closed and should be opened to a minimum of 10%. In addition, the nurse space return mixes with AC5 return, and it is recommended to install a HEPA air filter machine to filter return air from any harmful viruses.

RISE has been communicating any issues noted with the Mansfield Facilities Department, and understands that the issues are being promptly addressed.

Please note that once the COVID-19 virus is fully eliminated as a health hazard, a return to normal, code required ventilation rates is advisable for occupant comfort and energy efficiency

Recommendations

- 1- Address deficiencies noted on Classroom Inspection Summary table promptly (Table 2);
- 2- Increase OA to nurse room unit (AC5) and install a HEPA air filter machine to filter return;
- 3- Provide the maximum fresh air allowed while maintaining recommended indoor conditions;
- 4- Try to maintain 40% to 60% relative humidity during occupied hours within the building to reduce COVID-19 impact when possible;
- 5- Run inlet fresh air and exhaust systems within the building two hour prior to opening and one hour after dismissal of students each weekday;
- 6- Where possible, replace filters with MERV 13 rated filters;
- 7- All supply & exhausts fans should run continuously at all times when the building is occupied;
- 8- Change air filters at two-month intervals during the COVID-19 pandemic to minimize pressure drops and mitigate possible air flow issues;
- 9- Constant review of control systems and HVAC system operation is recommended;
- 10- Label windows to remain closed during classroom occupancy where the supply and exhaust flow rates are acceptable as it impacts the ventilation efficiency of the system;
- 11- Please review the ASHRAE Startup checklist for HVAC Systems Prior to Occupancy in the Appendix of this report for additional guidance;
- 12- Ensure that the building controls are properly activating each of the exhaust fans during occupied hours.

Next Steps

RISE Engineering stands ready and able to oversee the necessary changes and to revisit the site after improvements have been made to conduct some additional functional tests as a separate phase two of this project to ensure the issues have been adequately addressed.

System Repair Progress Update

As of the writing of this report, RISE understands that all but 5 EF's at the facility have been restored to operation. Additionally, RISE understand that the school is working on the installation of the HEPA negative air machine for the nurse room.

Building Summary

Building Use

The 152,880 square feet, two story school is located at in Mansfield, Massachusetts. The facility is used as an elementary school for the Town of Mansfield, MA.

Operations Schedule

There is a recently installed Johnson Controls Niagara Tridium direct digital control (DDC) building management system (BMS) that controls the chiller and boiler plants. The rest of the equipment are controlled centrally using a pneumatic control system. RISE Engineering reviewed the various screens in the newly installed Graphic User Interface (GUI). The new EMS system appears to be in good working condition and properly controlling equipment, however several inconsistencies were noted with the pneumatic damper gauges.

Building Occupancy

The school plans to reopen in October with the students attending on Monday and Tuesday. On Wednesday, the school will be closed. On Thursday and Friday, the school will be open for the students. The Town plan on keeping a six feet distance between students and requiring students wear masks. There is an average of twelve students being considered in each classroom.

HVAC Equipment

There are (2) two 5,124 MBH input Weil McClain hydronic natural gas-fired boilers installed. The heating distribution system consists of (7) air Conditioning air Handling units (AHU) serving the cafeteria, library, multipurpose room, admin C and gym. Seven (7) Heating ventilators (HV) serving the kitchen, locker rooms and section B and section C (2nd floor). There are heating unit ventilators (UV) in classrooms with exterior walls. Exhaust ventilation for classrooms is in the form of ceiling mounted exhaust grilles connected through ductwork to rooftop exhaust fans, or cabinet mounted through the wall exhaust fans in classrooms serviced by older style UV's.

Effective ventilation during the primary months of heating or cooling are best provided by mechanical ventilation. Mechanical ventilation, as defined by the MA building code, takes the form of fresh outdoor air (OA) brought in and conditioned (heated or cooled) and exhaust air (EA) ventilation being sent out. For each OA and EA air streams, the code refers to specific rates of cubic feet of air per minute (cfm) for each particular use classification within the building.

Ventilation Systems Assessment

Common areas

Inspection Methods:

Accessible HVAC equipment was inspected visually. The units' operation, damper position and filter was inspected.

Results:

HV1 (Arts): In operation at the time of inspection. The OA damper was at a 0% open position, however actuator was showing the damper to be open. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC1: In operation at the time of inspection. The OA damper was at a 0% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC7: In operation at the time of inspection. The OA damper was at a 0% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC6: In operation at the time of inspection. The OA damper was at an 80% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

HV2 (Kitchen Hood): In operation at the time of inspection. The OA damper was at a 100% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

HV3 (Kitchen): In operation at the time of inspection. The OA damper was at a 100% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC2 Cafe: In operation at the time of inspection. The OA damper was at a 10% open position, damper linkage appears to be broken or needs adjustment. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC6: In operation at the time of inspection. The OA damper was at a 15% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC3: In operation at the time of inspection. The OA damper was at a 0% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

AC5: In operation at the time of inspection. The OA damper was at a 0% open position. The unit had an older MERV 8 filter which should be replaced with a new MERV 13 filter.

HV4: Could not be visually checked. OA damper actuator pressure gauge showed 9 PSI, which should partially open the OA damper, if operational.

AC4 Library: In operation at the time of inspection. Filter and OA were not accessible to be checked visually. It is recommended to replace the filters with new MERV13 filter, if possible.



Picture 1: HV1 OA Damper Actuator pressure gauge (15PSI)



Picture 2: AC1 Dirty MERV 8 Filters



Picture 3: AC1 closed OA damper



Picture 4: AC2 partially open OA damper

Findings:

The HVAC equipment inspected was generally found to be in good condition. It is recommended to upgrade all of the units to new MERV 13 filters as well as confirm that OA dampers on each piece of HVAC equipment respond to commands from pneumatic control system. It is recommended that all units supply fan run at 100% continuous speed while the building is occupied. The units' minimum

outside air damper were found to vary from 0% to 15%. The OA dampers on each piece of HVAC equipment should be set at a minimum as follows:

Unit	Total CFM	OA CFM	OA Damper Position
AC1	3200	1500	47%
AC2	5400	4000	74%
AC3	5400	4000	74%
AC4	3500	1125	32%
AC5	7200	750	10%
AC6	3000	3000	100%
AC7	3000	3000	100%
HV1	2535	865	34%
HV2	4320	4320	100%
HV3	2520	2520	100%
HV4	4260	1490	35%
HV5	1260	1260	100%
HV6	2875	720	25%
HV7	1500	1500	100%

Table1: OA original HVAC design parameters

Roof Exhaust fans

Testing Methods:

EFs that were accessible were inspected visually on the roof.

Results:

RISE observed 34 EF's on the roof, of which 82% were not in operation. RISE understand that the school was working to addressing the EF controls during the visit.

Findings:

It is imperative to identify, troubleshoot, and repair/replace all non-operational EF which serves occupied spaces. It is also suggested that all exhaust fans be verified to have the proper size (length and width) belt, and that all are fully functional. The second course of action would be to look for and correct any poor duct work transitions which create excessive pressure drop for the fan motors to overcome.



Picture 5: EF11 on the roof



Picture 5 : Multiple inspected EFs on the roof

Classrooms

Testing Methods:

20% of total Classrooms with Unit Ventilators (UV) present were inspected at the time of the site visit. Each UV was inspected to determine fan speed setting, OA damper position/condition, and filter condition. In addition, each classroom was inspected to ensure there is a means of exhaust present as per IMC and ASHRAE recommendations.

Results:

Room #	UV Fan Speed	UV OA Damper % Open	Replace Filter (y/n)	Exhaust Present (y/n)	Additional Comments
B112	Low	90%	n	y	
B119	Low	90%	n	y	
B223	Low	0%	n	y	
B221	Low	0%	n	y (Transfer Grill)	OA damper actuator Disconnected
A128	Low	0%	y	y	
A123	Low	100%	n	y	OA damper actuator Disconnected

Table 2: Classroom Inspection Summary

Classroom served by UV's

Classrooms served by UV's were found to have a generally accepted supply and exhaust distribution with UV SA/OA diffuser on the window side of the class, and one exhaust vent on the door side of the room. There are several classrooms noted in the above table which do not have exhaust present, or the cabinet mounted exhaust fan was not in operation at time of inspection, which needs to be addressed.



Picture 7: Typical exhaust setup with transfer grill left and exhaust grill right



Picture 8: Classroom exhaust grill



Picture 9: Typical Classroom UV



Picture 10: Dirty UV filter B118



Picture 11: UV Fan speed on low setting



Picture 12: Disconnected OA Damper actuator Rm 221

Findings:

All classrooms inspected had a means of supplying OA through the existing UV's. It is recommended to check all UV's at the facility to ensure proper operation, set UV fan speed to high, change filters, ensure OA damper responds to commands from pneumatic controls, and command OA damper to follow table 2 OA based on each UV type. Each location UV type can be identified from the building mechanical plans. This will also provide an opportunity to make any necessary repairs to each UV at the facility. Of note, 16% of filters inspected were more than 6 months old. 50% of UV's inspected had OA damper - 90-100% open, the remainder were 100% closed. Changing the filters to MERV13, if possible can have more significant impact on the quality of air in the room given that it is around 90% efficient at filtering particle sizes between 0.3-1Nm, whereas MERV8 filters are only 20% efficient for removal of particulates the size of viruses and bacteria.

Careful attention should be paid to ensuring that all classrooms have a means of exhaust, and that all rooftop exhaust fans are restored to an operable state. Classroom B221 did not have a direct mean of exhaust and it transfers the exhaust through a transfer grill to the hallway. It is recommended to ensure that the exhaust fan serving this hallway is operational. This will ensure that the fresh supply of outside air can reach each classroom in the most efficient manner as per code recommendations.

ASHRAE and the CDC has generally recommended brining more fresh air than design when possible while maintaining indoor environment conditions. This should be done mechanically where possible by increasing the OA intake if the HVAC and control system allows it. It should be noted that opening windows is not a recommended way of increasing ventilation except on temporary basis in specific cases. Opening windows usually leads to short cycling the air, and not allowing the air to travel properly across the room and eventually decrease the exhaust capability and ventilation efficiency. Rooms and door should be closed to allow the isolation of the Classroom HVAC system and for proper air cycle.

UV Type	Total CFM	OA CFM	OA Damper Postion
UV1	750	375	50%
UV2	1000	375	38%
UV3	1250	375	30%
UV4	1500	375	25%
UV5	1500	375	25%
UV6	1250	-	-

Table1: Original OA UV design parameters

Nurse's Room

Testing Methods: Supply Air (SA) and Exhaust Air (EA) were visually inspected for operation

Results:

Nurse Room is served by supply air and return air grills from AC5 (Admin C). AC5 was visually inspected and had closed OA damper.

Conclusion:

The nurse room does not meet the recommended supply OA flow rates recommended by code. It is critical to adjust the OA damper to a minimum of 10%. Additionally, it is recommended to install a HEPA negative air machine to filter the return air that will be shared with the admin space. The unit should be installed in the COVID isolation room and be allowed to draw air from surrounding areas. The nurse room should always operate under negative pressure to eliminate the risk of contaminated air leaving the space. The recommended total turnover air rate for the Nurse's area is between 4 to 6 air changes per hour with a minimum of 2 air changes per hour representing fresh outside air.

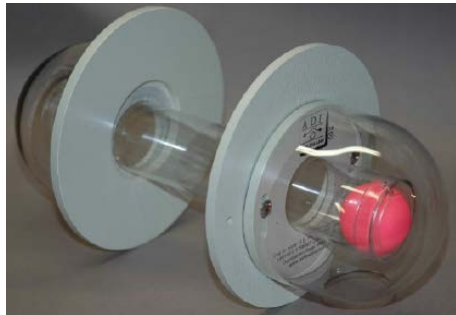
The rate of ventilation air flow for health areas of schools does not have a specific category in the IMC code. The ASHRAE Standard 170 and associated guides address the ventilation recommendations for such applications. The Appendix of this report has a chart excerpt for ventilation guidelines for health areas.

Health and Nurses areas deserve a special level of attention given they are potentially where a COVID-19 building occupant will be. Here are some of the ASHRAE recommendations for such areas:

- Establish physical barrier in waiting room for screening
- Require face mask and hand sanitation from a sanitizer dispenser
- Increase ventilation rate to six ACH of clean air
- Create at least one isolation exam room in waiting area (can be temporary)
- Add non-woven fabrics for seating
- Use laminate or solid surface casework to improve cleaning
- Remove carpet for flooring

Isolation rooms – Follow ANSI/ASHRAE/ASHE Standard 170

- Negative Pressure to 0.01 inches of water
- Twelve air changes (HEPA recirculation allowed)
- All air exhausted to outdoors (exhaust grill above exam table)
- Provide minimum of two isolation rooms (conduct risk assessment)
- Dedicated HVAC capable of 100% OA
- Anteroom/Protective Equipment Room
- Normal non-isolation nurse's office can become the iso-room
- Include Biohazard waste storage in anteroom and iso-room for PPE



The picture to the left shows an easily visible means to determine the pressure status of an isolation patient room. The device is mounted in the partition wall of the room to the corridor. The ball moves as the pressure moves from negative to positive (such as the door is opened and closed or an HVAC equipment malfunction) to remind those in care of the sick to maintain a negative pressure in the room so the patient's breathing is contained within the room's exhaust system instead of being transferred to an adjacent area.

Temporary isolation rooms during a pandemic should have the proper pressure and physical division from waiting and other health areas. See the ASHRAE suggested layout here which can be modified as needed to fit the site conditions.

In these times of the COVID-19 virus, ventilation rates of in excess of the building code are advisable to the extent that the ventilation system is capable of efficiently displacing and removing the stale air to provide a whole structure air turnover rate. The following is advice from the American Society of Heating, Refrigeration and Air Conditioning Engineers:

ASHRAE's statement on operation of heating, ventilating, and air-conditioning systems to reduce SARS-CoV-2/COVID-19 transmission: *Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.*

HVAC filters, along with other strategies, help to reduce virus transmission while removing other air contaminants that may have health effects.

Once the COVID-19 virus is fully eliminated as a health hazard, a return to normal, code required, ventilation rates is advisable for occupant comfort and energy efficiency.

The supply and return grilles should be placed to obtain good air turnover and mixing of air. Air turnover is defined as the number of times the total mixed indoor air is moved throughout the space within an hour. The American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) recommends a 4 to 6 air turnover rate for many of the functional common spaces in this type of facility.

Disclaimer

Recommendations made in this report are based on engineering estimates and a test sampling of the ventilation equipment. It is recommended that you contact the engineer who prepared your report to answer any of your questions.

This report and analysis are based upon cursory observations of the visible and apparent conditions and is not intended to serve as a comprehensive evaluation of all aspects of the distribution system and equipment. Although care has been taken in the performance of these observations, RISE Engineering (and/or its representatives) make no representations regarding latent, unobserved, or concealed defects which may exist and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment.

RISE Engineering assumes no responsibility for the safety of the facilities mechanical or electrical distribution system and equipment and their compliance with all applicable federal, state and local requirements and shall not be liable under any legal or equitable theory for any claims for direct, indirect, consequential or other damages of any nature, including, but not limited to damages for personal injury, property damage, or lost profits connected with the performance of these services.

Conclusions within this report are based on estimates of the age and normal working life of various items of equipment. Air flow testing was done to sample various types of systems and is not necessarily representative of the remainder of the systems. Predictions of life expectancy and the balance of life remaining are necessarily based on opinion. It is essential to understand that actual conditions can alter the remaining life of any item. The previous use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, acts of God, and unforeseen circumstances make it impossible to state precisely when each item would require replacement. The client herein should be aware that certain components may function consistent with their purpose at the time of our observations, but due to their nature are subject to deterioration without notice.

Estimates of Construction Cost, if any, prepared by the Engineer, represent the Engineer's best judgment as a design professional familiar with the construction industry. However, it is recognized that neither the Engineer nor the Owner has control over the cost of labor, materials or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding, market or negotiating conditions. Accordingly, the Engineer cannot and does not warrant or represent that bids or negotiated prices will not vary from the estimate.

Appendix

VENTILATION

**TABLE 403.3.1.1
MINIMUM VENTILATION RATES**

OCCUPANCY CLASSIFICATION	OCCUPANT DENSITY #/1000 FT ² ^a	PEOPLE OUTDOOR AIRFLOW RATE IN BREATHING ZONE, R _p CFM/PERSON	AREA OUTDOOR AIRFLOW RATE IN BREATHING ZONE, R _a CFM/FT ² ^a	EXHAUST AIRFLOW RATE CFM/FT ² ^a
Education				
Art classroom ^g	20	10	0.18	0.7
Auditoriums	150	5	0.06	—
Classrooms (ages 5-8)	25	10	0.12	—
Classrooms (age 9 plus)	35	10	0.12	—
Computer lab	25	10	0.12	—
Corridors (see public spaces)	—	—	—	—
Day care (through age 4)	25	10	0.18	—
Lecture classroom	65	7.5	0.06	—
Lecture hall (fixed seats)	150	7.5	0.06	—
Locker/dressing rooms ^g	—	—	—	0.25
Media center	25	10	0.12	—
Multiuse assembly	100	7.5	0.06	—
Music/theater/dance	35	10	0.06	—
Science laboratories ^g	25	10	0.18	1.0
Smoking lounges ^b	70	60	—	—
Sports locker rooms ^g	—	—	—	0.5
Wood/metal shops ^g	20	10	0.18	0.5

The above chart was excerpted from IMC 2015 with Feb. 2019 updates.

Table F-1. Comparison of Engineering Best
(For table notes see

Function Space	Pressure Relationship to Adjacent Areas (a) (2)			Minimum Air Changes of Outdoor Air per Hour (b) (3)			Minimum Total Air Changes per Hour (c) (4) (5)		
	Manual	Handbook	ALA (1)	Manual	Handbook	ALA (1)	Manual	Handbook	ALA (1)
Patient Room	—	±	—	2	2	2	6	4	6 (16)
Toilet Room (g)	N	N	In	Optional	Optional	—	10	10	10
Intensive Care	—	P	—	—	2	—	—	6	—
Newborn Nursery Suite	—	—	—	2	—	2	6	—	6
Protective Isolation (i)	—	P	—	—	2	—	—	15	—
Infectious Isolation (h)	—	±	—	—	2	—	—	6	—
Protective Environment Room (11), (17)	P	—	Out	2	—	2	12	—	12
Airborne Infection Isolation Room (11), (18)	N	—	In	2	—	2	12	—	12
Isolation Alcove or Anteroom (17), (18)	P/N	±	In/Out	2	2	—	10	10	10
Labor/Delivery/Recovery	—	—	—	—	—	2	—	—	6 (16)
Labor/Delivery/Recovery/Postpartum	—	—	—	—	—	2	—	—	6 (16)
Labor/Delivery/Recovery/Postpartum (LDRP) (16)	—	E	—	2	2	—	6	4	—
Patient Corridor	—	E	—	2	2	—	4	4	2
Public Corridor	N	—	—	2	—	—	2	—	—

All Air Exhausted Directly to Outdoors (6)			Air Recirculated Within Room Units (d) (7)			Relative Humidity (8) (%)			Design Temperature (9) (°F/°C)			Proposed Comments
Manual	Handbook	AIA (1)	Manual	Handbook	AIA (1)	Manual	Handbook	AIA (1)	Manual	Handbook	AIA (1)	
— Yes	Optional Yes	— Yes	— No	Optional No	— —	30-60 —	30 (winter), 50 (summer) —	— —	70-75 —	75 —	70-75 (21-24) —	B3 C3
—	Optional Yes	— —	No	No	No	30-60	30-60	30-60	72-78	75-80	72-78 (22-26)	C2
—	— Yes	— —		Optional No	— —		30 (winter), 50 (summer)	—		75	—	
—	— Yes	— —	No	— No	No No	— —			70-75 70-75		75 (24) 75 (24)	C2 C2
Yes	—	Yes (15)	No	No	No	—						D1
Yes	Yes	Yes	No	No	No	—						
—	—	—	—	—	—	—	—	—	—	—	70-75 (21-24) 70-75 (21-24)	
—	Optional	—	—	Optional	—	30-60	30 (winter), 50 (summer)	—	70-75	75	—	A2
—	Optional	—	—	Optional	—	—	—	—	—	—	—	D2

ASHRAE Checklist No. 2: Startup Checklist for HVAC Systems Prior to Occupancy

- ☐ Maintain proper indoor air temperature and humidity to maintain human comfort, reduce potential for spread of airborne pathogens and limit potential for mold growth in building structure and finishes (refer to ASHRAE Standard 55, recommended temperature ranges of 68-78 degrees F dry bulb depending on operating condition and other factors, recommend limiting maximum RH to 60%). Consider consulting with a local professional engineer to determine appropriate minimum RH levels based on local climate conditions, type of construction and age of the building under consideration. Recommend minimum RH of 40% if appropriate for building. Consider the addition of humidification equipment only when reviewed by a design professional to verify minimum RH set points will not adversely impact building or occupants by contributing to condensation and possible biological growth in building envelope. Trend and monitor temperature and humidity levels in each space to the extent possible and within the capability of BAS, portable data loggers and handheld instruments.
- ☐ Verify proper separation between outdoor air intakes and exhaust discharge outlets to prevent/limit re-entrainment of potentially contaminated exhaust air (generally minimum of 10-foot separation - comply with local code requirements).
- ☐ Consider having airflows and building pressurization measured/balanced by a qualified Testing, Adjusting and Balancing (TAB) service provider.
- ☐ Consider having airflows and system capacities reviewed by design professionals to determine if additional ventilation can be provided without adversely impacting equipment performance and building Indoor Environmental Quality (IEQ).
- ☐ Measure building pressure relative to the outdoors. Adjust building air flows to prevent negative pressure differential.
- ☐ Verify coil velocities and coil and unit discharge air temperatures required to maintain desired indoor conditions and to avoid moisture carry over from cooling coils.
- ☐ Review outdoor airflow rates compared to the most current version of ASHRAE Standard 62.1 or current state-adopted code requirements.

Filtration in all mechanical equipment:

- ☐ Verify filters are installed correctly.
- ☐ Develop standards for frequency of filter replacement and type of filters to be utilized.
- ☐ Select filtration levels (MERV ratings) that are maximized for equipment capabilities, use MERV 13 if equipment allows, while assuring the pressure drop is less than the fans capability. See Filtration Upgrades.

If Demand-Controlled Ventilation (DCV) systems using Carbon Dioxide (CO₂) sensors are installed, operate systems to maintain maximum CO₂ concentrations of 800-1,000 Parts Per Million (ppm) in occupied spaces:

- ☐ Trend and monitor levels continuously if controls system is capable of doing so (use portable data loggers and handheld instruments and document readings where needed to demonstrate compliance with District or Campus requirements).
- ☐ Consider adjusting to maximize outdoor air or disabling operation of DCV if it will not adversely impact operation of overall system (Temporary recommendation while operating under infectious Disease crisis).
- ☐ Perform initial air flush of all spaces prior to occupants re-entering building:
- ☐ Mechanical systems should operate in occupied mode for minimum period of one week prior to students returning (may be completed at same time as teachers start returning to building) while assuring the outside air dampers are open.

Domestic water systems shall be prepared for use:

- ☐ Systems should be flushed to remove potential contaminants from stagnant equipment, piping, fixtures, etc.
- ☐ Domestic cold-water systems should be flushed with all fixtures on a branch of piping opened simultaneously for a minimum period of five minutes – preferred approach is to have all building

fixtures open at same time if possible – if not, care should be taken to ensure flow rate is adequate to flush piping mains and branch lines.

☐ Domestic hot water systems should be flushed with all fixtures on a branch of piping opened simultaneously for a minimum period of 15 minutes – preferred approach is to have all building fixtures open at same time if possible – if not, care should be taken to ensure flow rate is adequate to flush piping mains and branch lines.

☐ Reference ASHRAE Standard 188 and Guideline 12

Air Handling Units: Monthly

- ☐ Check for particulate accumulation on filters, replace filter as needed.
- ☐ Check ultraviolet lamp, replace bulbs as needed (if applicable).
- ☐ Check P-trap on drain pan.
- ☐ Check the control system and devices for evidence of improper operation.
- ☐ Check variable-frequency drive for proper operation.
- ☐ Check drain pans for cleanliness and proper slope.
- ☐ Verify control dampers operate properly.
- ☐ Confirm AHU is bringing in outdoor air and removing exhaust air as intended.
- ☐ Verify filters are installed correctly.
- ☐ Follow filter replacement policy.
- ☐ Review condition of cooling coils in air handling equipment – if issues with condensate drainage are identified or biological growth is identified, corrective action should be taken to clean or repair.

Roof Top Units: Monthly

- ☐ Check for particulate accumulation on outside air intake screens and filters. Replace filter as needed.
- ☐ Check ultraviolet lamp, replace bulbs as needed (if applicable).
- ☐ Check P-trap.
- ☐ Check drain pans for cleanliness and proper slope.
- ☐ Check the control system and devices for evidence of improper operation.
- ☐ Check variable frequency drive for proper operation.

- ☐ Check refrigerant system for leaks.
- ☐ Check for evidence of leaks on gas heat section heat-exchanger surfaces.
- ☐ For fans with belt drives, inspect belts and adjust as necessary.
- ☐ Verify control dampers operate properly.