



## TIP OF THE MONTH



### HEALTHY INDOOR AIR QUALITY (IAQ) A Facility Manager's HVAC Checklist

Your facilities HVAC system is the single most important factor affecting IAQ for the health, comfort and productivity of your workers. Your HVAC system is not only responsible for providing fresh, outdoor air to your building, it also filters out unwanted dust and conditions the air to a comfortable temperature and humidity. Regular inspections and maintenance are essential.

- ✓ **Maintain a service contract** with an HVAC firm to provide regular HVAC inspections and maintain your HVAC system in proper operating condition including part replacement and repairs.
- ✓ **Establish a schedule for your maintenance staff** to verify and document HVAC system air supply diffusers, return registers and outside air intakes are clean and unobstructed. Outside air intake inspection must also include possible re-entrainment from building exhaust, idling vehicles, nearby trash, bird roosting or other contaminant sources.
- ✓ **Set/maintain your HVAC outside air dampers** open to meet the minimum outside air ventilation rate requirements mandated by ASHRAE standard 62.1 (example: 20 cfm per person for offices).
- ✓ **Maintain indoor humidity levels** between 30% and 60% to ensure comfort and reduce potential problems with mold and bacteria.
- ✓ **Verify your building is operating at positive pressure** relative to the outdoors. Restrooms, smoking areas and other odor producing sources must operate at a negative pressure relative to the adjacent space and exhaust outdoors.
- ✓ **Regularly change HVAC filters** according to manufacturers instructions and ensure condensate (or drip) pans are draining properly. Manometers should be installed to verify filter performance by measuring pressure drop based on filter clogging.
- ✓ **Set your HVAC activation** on a daily basis to include sufficient time to ramp up and achieve required temperature and relative humidity conditions prior to space occupancy.
- ✓ **Hire an IAQ expert to develop proactive baseline IAQ data** for general IAQ indicators as temperature, relative humidity, carbon monoxide and carbon dioxide and document HVAC performance under building operating/occupancy conditions.
- ✓ **Plan to reevaluate HVAC design and performance** prior to and following renovations or changes in building occupancy.
- ✓ **Establish a system to respond** to IAQ complaints, emergencies, and odors. Complaints should be logged, address promptly and tracked until resolved.

**About our organization:** AET has over 28 years of environmental contracting/consulting experience including hundreds of IAQ investigations and *resolved complaints*. Our 24 hour service is just a phone call away to assist you in each of these proactive cost savings measures.

**Need help or have a question???** Call Alan Sutherland, CIH, CHMM at AET at 610-891-0114 or 1-800-9696-AET. We provide nationwide services; phone consultations are free. Check out the full range of environmental contracting/consulting services we provide at our website at [www.aetinc.biz](http://www.aetinc.biz)