

HVAC Checklist for Fall Start of Classes

- Get each HVAC unit in operating condition. These include all heating/ventilating units, boilers, etc.
- Verify that the method of starting/stopping ventilation units per a time schedule is operational—automatic or manual. (Ventilation units include Air Handling Units, Energy Recovery Ventilators, Unit Ventilators, Rooftop Units, and similar equipment.)
- Set the time schedule to start each unit a minimum of one hour prior to students entering building.
- Verify that all fresh air intakes to equipment are not physically blocked with plywood, styrofoam, sheet metal, etc., either at the outside of the building wall or within the units.
- Verify that clean filters are installed in all equipment. If the filters are not MERV-13, order MERV-13 and use them for all future filter replacement.

After Student Occupancy

- While the building is under normal occupancy, measure the CO₂ in each room. Rooms with ideal fresh air ventilation will be in the “green zone”—less than 800 ppm. Note rooms that need improvement.
- Consult Engineer regarding any rooms that need to have the amount of fresh air ventilation improved.
- For any building where any rooms have less than ideal fresh air ventilation, communicate to all occupants that opening windows to get extra ventilation is perfectly OK, and will not waste energy (considering the mild weather at the start of school).