

HVAC PREPARATION STEPS TO TAKE WHEN REOCCUPYING A BUILDING



HEATING, VENTILATION AND AIR-CONDITIONING EQUIPMENT

- 1) Recommended to use a certified contractor during restart.
- 2) Consider PPE when maintaining HVAC system.
- 3) Open outside air dampers and operate system for 4 hours.
- 4) Check temperature and relative humidity setpoints.

FAN SECTION

1. Check filters; change and date if not acceptable.
2. Clean and sanitize evaporator coil & drain pan.
3. Check if fans have turned on and air is moving in and out of building.
4. Inspect motor, pulleys, belts, blower wheel and bearings.
5. Inspect dampers (outside and return). This helps control the fresh air to the building.
6. Check overall building pressure and critical spaces to make sure it is positive.*

CONTROLS

1. Inspect wiring, operational and safety controls, disconnects and fuses.
2. Inspect and set Thermostat or EMS.
3. Check that the devices and sensors are within an acceptable calibration for controlling space comfort and ventilation.
4. Check if alarms and alerts are set up and their communication path is correct (it is notifying the right person).
5. Consider an update to the programming that would incorporate HVAC strategies to reduce virus transmission prior to future events.

CONDENSING COMPARTMENT

1. Verify cooling performance; check the Delta T's and if out of range, check if the refrigerant is adequately charged.
2. Inspect and clean condenser coil with an approved cleaning solution.
3. Inspect economizer, compressor, condenser fan and blade.
4. Check coil leaving air temperatures to ensure the system is providing dehumidification.

HEATING COMPARTMENT

1. Inspect and clean burners/heat exchanger.
2. Inspect hot gas bypass, ignition and safety controls.
3. Inspect operational controls / valves.
4. Verify fuel source is on and available.

* Applies to space designed for positive building pressure.