



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.15

DEPARTMENT: *Maintenance*

SUBJECT: *Heating, Ventilation and Air Conditioning (HVAC)*

APPROVAL DATE: March 2022

REVISION DATE:

REVIEW DATE: November 2022

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PURPOSE:

To ensure that HVAC system at County owned Homes are properly inspected, Tested, maintained, and used in accordance with applicable codes and regulations to ensure safe and effective operation when required.

PROCEDURE:

1. Clean, inspect and maintain HVAC systems in accordance with the original equipment manufacturer.
2. Replace air filters including inspection and repair filter housing/racks as required to minimize air leakage. In locations without centralized filtration and/or poor ventilation.
3. Inspect, test, and where necessary repair, all air dampers every 60 days, where applicable and feasible.
4. Bypass heat recovery systems, where applicable and feasible, to minimize recirculation of unconditioned air throughout the HVAC system.
5. Prior to summer cooling or winter heating seasons, complete a full preventative maintenance program, as per the original equipment manufacturer's recommendation at a minimum.
6. Run air handling units/fan systems 24/7 while maximizing outdoor air, where applicable and feasible.
7. Test and operate the sequences of the Building Automation System/HVAC controls every 90 days. Review and update operating schedules as required.
8. Monitor and trend temperature, relative humidity and ventilation levels on a continuous basis, where feasible.