B. Operational Controls Method of Procedure

**Operational Controls -** Review of HVAC control sequences to verify systems will maintain intended ventilation, temperature, and humidity conditions during operation. Verify ventilation systems are programmed to flush the building in accordance with current ASHRAE recommendations and any applicable local or state guidance.

# Review control sequences to verify systems will maintain intended conditions during building operation.

* 1. **Temperature –** Setpoints match design.
	2. **Humidity (if applicable) –** Setpoints match design.
		1. Design professional to determine if setpoint should be adjusted to maintain a relative humidity between 40% and 60%.

# Ventilation operates continuously during occupied hours.

* + 1. Occupied hours to include **all** hours building is occupied by staff or patrons (i.e., teachers, security, janitorial staff, night shift, etc.).
		2. Includes all exhaust fans and fans used to distribute outside air.

# Daily Flush

* + 1. Verify a daily flush is scheduled (in accordance with current ASHRAE recommendations and any applicable local or state guidance) as demonstrated by a calculation of flush times per ASHRAE Guidance for Building Readiness[5](#_bookmark0) or otherwise applicable local or state guidance.
		2. Document calculated flush time.
	1. **Deficiencies** - Document deficiencies, options for adjustment (i.e. Humidity), and recommendations for additional maintenance, replacement, or upgrades.
	2. Include relevant screenshots and photographic documentation.

*This document is intended to be used solely as an aide when developing the methods, procedures, and forms used in the Ventilation Verification and Energy Optimization Assessment. It is the responsibility of each contractor, supervisor, and technician to ensure that the methods, procedures, and forms used meet the requirements of the local mechanical codes. The National Energy Management Institute Committee makes no representations, whatsoever, that drafting procedures or forms based on this document will meet that requirement of local mechanical codes and expressly disclaims any liability or responsibility regarding the use of this document.*

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5 ASHRAE, ASHRAE Epidemic Task Force: Building Readiness (February 1, 2021) (<https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-building-readiness.pdf>