**Training Aid to Assist in Developing Ventilation Verification Procedure**

**Economizer Operation** - Physically test for proper operation.

1. **Passing this test verifies the Economizer operates as designed.**
   1. Disable demand control ventilation systems (if applicable)
   2. All tests shall be completed in a safe manner by personal wearing personal protective equipment.
   3. Enable the economizer and simulate a cooling demand large enough to drive the economizer fully open (record all the following):
      1. Economizer damper modulates 100% open and that the return air damper modulates 100% closed.
      2. All applicable fans and dampers operate as intended to maintain building pressure.
      3. The unit heating is disabled (if applicable).
   4. Disable the economizer and simulate a cooling demand (record all of the following):
      1. Economizer damper closes to its minimum position.
      2. All applicable fans and dampers operate as intended to maintain building pressure.
      3. The unit heating is disabled (if unit has heating capability).
   5. If unit has heating capability, simulate a heating demand, and set economizer so that it is capable of operating (i.e., actual outdoor air conditions are below lockout setpoint). (record all of the following):
      1. Economizer is at minimum position.
      2. Return air damper opens.
   6. Turn off the unit. Record if the Economizer damper closes completely.
   7. Restore demand control ventilation systems (if applicable) and remove all system overrides initiated.
2. **Document if economizer functions as designed.**
   1. If economizer does not function as designed and requires adjustment or repairs:
      1. Document Required Repairs and Adjustments
      2. Document information required for a repair or adjustment (i.e., measurements, model, serial, etc.)
   2. Include relevant 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 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 and health codes. Furthermore, it is the responsibility of the IAQ Supervisor or contractor to submit the methods, procedures, and forms that it drafts directly to the Authority Having Jurisdiction (AHJ) for approval and owner’s representative, prior to performing the actual work. 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, building, and health codes and expressly disclaims any liability or responsibility regarding the use of this document.*