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

**Limited or No Existing Mechanical Ventilation** - In cases where there is limited or no existing mechanical ventilation, the assessment would then focus on avlaible options and provide the design professional with documentation to provide ventilation options with limited assumptions.

1. Verify the functionality and document nameplate data on any existing HVAC equipment (i.e., heating only units, exhaust fans, etc.)
2. Verify and document the location of windows and doors that can be opened.
	1. Verify if windows have any switches or controls that initiate exhaust fans, motorized dampers or other devices.
3. Verification or installation of the CO2 sensor per section 8.
4. Collection of the following information, in addition to any information requested by a design professional to evaluate options for adding mechanical ventilation.
	1. Verify existing mechanical, architectural, structural drawings match current conditions.
		1. Provide a sketch of actual roof penetrations, penetration type (i.e., vent pipe) and approximate locations if different from drawings.
	2. Document locations of any vents could contaminate Outside Air (OSA) intake locations.
	3. Document locations for potential installation of mechanical ventilation
	4. Photograph existing building, existing mechanical equipment (if applicable) and potential locations for mechanical ventilation equipment.
	5. Document roof and wall type/material to the best of the technician’s ability.
	6. Document if existing mechanical equipment can be altered to provide outside air (OSA) or if a Dedicated Outside Air System (DOAS) is required.
	7. Obtain information on central plant capacity (if applicable)
	8. Document whether outside air conditions may make reliance on windows or other sources of non-filtered outside air potentially hazardous to occupants.
	9. Document recommendations for adding mechanical ventilation and filtration where none currently exists or for replacing a mechanical ventilation system where the current system is non-operational or is unable to provide recommended levels of ventilation and filtration.

*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.*