**Training Aid to Assist in Developing Ventilation Verification 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 for 2 hours prior and following occupancy.

1. **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. Licensed professional to determine if setpoint should be adjusted to maintain a relative humidity between 40% and 60%.
	3. **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.
	4. **Daily Flush**
		1. Verify a daily flush is scheduled in accordance with current ASHRAE recommendations and any applicable local or state guidance.
		2. Document calculated flush time.
	5. **Deficiencies** - Document deficiencies, options for adjustment (i.e., Humidity) and recommendations for additional maintenance, replacement, or upgrades.
	6. 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 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.*