



XXXX: VENTILATION FOR ACCEPTABLE AIR QUALITY (AP)

Approved: 25 05 13

ADMINISTRATIVE PROCEDURE

PURPOSE

This procedure outlines the steps the school district will follow to ensure compliance with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 62.1, "Ventilation for Acceptable Indoor Air Quality," to provide proper ventilation, improve indoor air quality, and ensure the health and safety of students, staff, and visitors.

SCOPE

This procedure applies to all school facilities, including classrooms, offices, gymnasiums, cafeterias, auditoriums, and other occupied spaces.

Compliance Objectives

- Ensure proper ventilation and IAQ standards in compliance with ASHRAE 62.1.
- Maintain sufficient outdoor air intake and ventilation rates to meet or exceed ASHRAE 62.1's minimum requirements.
- Address maintenance, inspection, and testing protocols for HVAC systems and air quality.

Roles and Responsibilities

Operations Department

- Ensure that HVAC systems are designed, installed, and maintained in accordance with ASHRAE 62.1 standards.
- Conduct regular inspections and maintenance of ventilation systems to verify compliance.
- Ensure that the system design meets the necessary ventilation rates for each area, as specified by ASHRAE 62.1.

Administrators

- Ensure that teachers and staff follow IAQ and ventilation protocols within classrooms and common areas.
- Maintain communication with the district's facilities and maintenance teams to address ventilation concerns promptly.

Procedures for Compliance

Design and Installation

- New Construction or Major Renovations:
 - All HVAC systems must be designed and installed per ASHRAE 62.1 requirements to ensure adequate ventilation.
 - The district will work with licensed engineers to ensure HVAC systems provide the required ventilation rates for all spaces.



- Existing Buildings:
 - The district will audit the current HVAC system for compliance with ASHRAE 62.1 regularly.
 - If adjustments are needed, upgrades to existing systems (e.g., increasing outdoor air intake) will be scheduled and implemented in a cost-effective manner.

Ventilation and Airflow Standards

- Outdoor Air Delivery:
 - Each occupied area will receive the required amount of outdoor air, calculated using the guidelines in ASHRAE 62.1 for the type of space and number of occupants.
 - Classroom and office areas will be checked to ensure ventilation rates meet ASHRAE requirements of 15-20 CFM (cubic feet per minute) per person or as specified for the activity type.
- Air Changes Per Hour (ACH):
 - Ensure the proper air changes per hour are maintained in all spaces, especially for spaces like gymnasiums, cafeterias, and auditoriums, which may require higher air change rates.

System Maintenance and Monitoring

- Routine Maintenance:
 - HVAC systems will undergo monthly inspections to ensure proper airflow and cleanliness.
 - Air filters will be replaced regularly, at least every three months, or as specified by the manufacturer.
- Airflow and Ventilation Monitoring:
 - Ventilation rates will be monitored at least quarterly, and adjustments will be made to maintain compliance with ASHRAE 62.1.
- IAQ Testing:
 - IAQ testing will be conducted annually or more frequently if there are complaints or concerns from staff or students.
 - The tests will measure CO₂ levels, particulate matter, humidity, temperature, and volatile organic compounds (VOCs).

Reporting and Documentation

Air Quality Reporting:

- Staff and students can submit IAQ concerns to the school principal, who will forward the information to the Operations Department

Resources and References

ASHRAE standards 62.1

XXX: Ventilation for Acceptable Air Quality (P)