

**SAMPLE OF MODEL HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PROCEDURES
VERMONT DEPARTMENT OF HEALTH ENVISION PROGRAM**

- I. Implementation of the HVAC Procedure
The [School District]:
 - A. recognizes that proper maintenance and upkeep of HVAC systems is necessary for the proper ventilation of all school buildings.
 - B. will inform the school staff, contracted employees, parents and legal guardians of the implementation of the HVAC school procedures.

- II. Education
Any person(s):
 - A. involved in maintaining the HVAC system shall be trained on the maintenance and usage of the HVAC system .
 - B. performing test and balancing on the HVAC system shall be a qualified technician.
 - C. performing performance and design certification of HVAC system shall be a licensed engineer.

- III. Maintenance of HVAC system
 - A. A maintenance check of all components of the HVAC system shall occur at least four times a year to ensure proper functioning of major components.
 - B. Air filters shall be changed at least according to manufacturer guidelines and more often if necessary.
 - C. Drip/drain pans shall be checked and cleaned and drained properly in accordance with best work practices to avoid stagnant water conditions.
 - D. Air intakes on the outside of the building should be checked for debris clogged screens etc. in accordance with best work practices and after every major snowstorm.

- IV. Construction/Renovations
 - A. The [School District] shall avoid, if possible, having substantial new work performed on school buildings or grounds (that are in use- playing fields, playgrounds) during the school year.
 - B. If work is being performed while the school is in session:
 - 1. Determine measures needed to ensure that HVAC system does not become a pathway for pollutants
 - 2. Identify and appropriately address potential HVAC system problems by performing a walkthrough prior to construction/renovation.
 - C. Daily use of effective work and housekeeping practices shall be employed to minimize the release and exposure of hazardous materials.
 - D. Inspection (and purging if necessary) of HVAC system shall be performed by qualified staff/technicians.
 - E. The HVAC system shall be re-commissioned (including testing and balancing) by qualified staff/technicians after renovations that alter the flow of air in the building.