

HVAC Management Recommendations

Case Western Reserve University

1-Jun-20

Operation

1. For buildings with mechanical HVAC systems, ensure that preventative maintenance is up-to-date.
2. For buildings where operable windows are the only source of ventilation, ensure that operable windows remain in good working order.

Dilution

3. Maximize outside air supply as feasible.
 - a. Increase outdoor air intake to as much as HVAC systems can accommodate while still maintaining acceptable indoor temperature, humidity, and air quality conditions during occupied hours.
 - b. Implement a daily flushing schedule to operate the HVAC system with maximum outside air flows before and after occupied hours.
 - c. Keep systems running 24/7

Ventilation

4. Minimize direct person-to-person spread of virus through avoidance of horizontally-forced air flows.
5. Ensure proper air pressure relationships between indoor spaces (e.g. restrooms to corridors) to maintain optimal building indoor air quality

Filtration

6. Enhance Air Filtration
 - a. Upgrade central air and other HVAC filters to MERV-13 (ASHRAE 2017b) or the highest level achievable, particularly for recirculated air filters.
 - b. Seal edges of the filter to limit bypass

Standards

7. ANSI/ASHRAE Standard 62.1 (2019)
8. ASHRAE Position Document on Infectious Aerosols (2020)