



Get Your Building Ready for Occupancy | COVID-19 HVAC Recommendations

While all building systems are unique, there are a few comprehensive recommendations applicable for all building owners during COVID-19. These are areas to address in preparation for buildings returning to higher occupancy conditions. Here are practical, proactive steps that can address employee & customer health concerns as it relates to HVAC, plumbing, and overall safety.

VENTILATION:

- Increase the number of air changes per hour inside the building by opening outside air intakes.
- Check and clean outside air intake grills.
- Disable demand-controlled ventilation (DCV).
- Keep system fans running longer hours to promote continuous circulation.
- Implement Daily Building Flushing with OSA.
- Enable remote monitoring of your building. MacMiller Smart Building Services can help with this.
- Check supply vent outlets for covers and remove. Supply air distribution should be operating close to original design.

HUMIDITY:

Studies have shown that maintaining humidity levels in a building or space above 43% cuts the ability of a virus to spread by approximately 75%. We should be monitoring our indoor humidity levels and adding moisture to the air if needed.

AHU's with Humidification – If your system has a humidifier, confirm it's clean and working then set the indoor humidity to 45%.

Portable Humidifiers – Commercial versions of these can be purchased or rented and allow for the humidification of specific spaces that may be of higher risk of the spread. Small retail type humidifiers are a good option for smaller spaces.

FILTRATION:

MERV 13 Upgrade – Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass. This may require more filter changes as they will load up faster than less efficient filters.

HEPA Filtration – Most systems are not designed to be retrofitted with HEPA filtration and still operate properly. The best option here are portable room air cleaners with HEPA filtration. These can be rented or purchased and can be useful in high traffic areas.

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DISINFECTION:

Coil Cleaning – Deep cleaning of indoor coils with chemical disinfectant will remove any potential contaminants from getting into the airstream.

Cooling Tower Chemical Treatment – Be consistent with chemical treatment to control Legionella.

AHU Disinfecting – Deep cleaning of the inside of AHU's with chemical disinfectant will remove any potential contaminants from getting into the airstream.

PLUMBING:

- Don't flush disinfectant wet wipes as they clog sanitary waste lines. Educate your tenants and signage helps.
- Flush domestic water systems that have been sitting idle or have experience little use. Biofilm can build-up as well as the risk of Legionella.
- Ice machines should be cleaned as well for similar reasons if they have been sitting idle.
- Make sure you hire Service Plumbers that take safety seriously. We pride ours on protecting themselves and your building from the spread of infection.

PEOPLE SAFETY:

Our techs continue to be provided PPE (personal protection equipment). Wearing gloves has always been a standard for us. In addition, they now have hand washing stations in their vans and sanitizer for their tools to be wiped down. To keep personal distancing recommendations our techs will call the building's contact instead of meeting in person.

IDEAS FOR YOU TO CONSIDER IN YOUR BUILDING AS FOLKS START TO COME BACK TO WORK:

- Limit chairs and tables in lunchrooms to discourage crowded rooms.
- Consider staff to have staggered start times, lunches and breaks.
- In addition to regularly scheduled cleaning add service to cover cleaning of high touch points like faucets, coffee pots, lights, doorknobs etc.
- Continue to educate staff about the importance of handwashing. Post extra signage in restrooms.
- Designate stairwells as up or down to limit cross traffic.

On behalf of the entire team at MacDonald-Miller, we thank you for trusting us with your mechanical needs, now more than ever. If we can be of service, please call 855-MAC-HVAC or visit [macmiller.com/contact](https://www.macmiller.com/contact).