

Utah Chapter

REOPENING CHECKLIST

What to do before reopening

- ☐ Create a strategic safety plan. The plan should include measures to make occupants feel safer, ensuring supply chain for critical items such as filters and communication plans for building support and safety measures for occupants.
 - ☐ Consider CDC and ASHRAE guidance.
 - ☐ Follow all local, state and federal executive orders, statutes, regulations, guidelines, restrictions and limitations. Follow OSHA guidelines, especially the portion in the guide regarding filters and outside air.
- ☐ Check mechanical systems and review other hazards such as mold or pests.
- ☐ Run a complete HVAC system check. Make sure that sensors are functioning and calibrated and that the system is fully operational. Run a startup and test sequence, verifying that the outside air intakes are functioning correctly.
- ☐ Check all filters and upgrade them to MERV-13 (MERV-14 preferred) or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- ☐ Review HVAC programming to provide flushing two hours before and post occupancies. This includes operating the exhaust fans as well as opening the outside air dampers. For buildings without the capacity to treat large quantities of outside air and when outside air conditions are moderate, open all windows for a minimum of two hours before reoccupation.
- ☐ Install portable HEPA air filtration devices in elevators.
- ☐ Consider disabling heat or enthalpy wheels to reduce cross contamination.
- ☐ Consider increasing the supply air temperature from 55°F (13°C) to 60°F (16°C).
- ☐ Disable demand-controlled ventilation (DCV). This may be accomplished by changing the CO₂ setpoint to 400ppm.
- ☐ If possible, keep relative humidity between 40% and 60%, but prioritize increasing outside air over increasing humidity.
- ☐ Consider the installation of additional air purification devices, such as in-room or in-duct UV fixtures and portable air cleaners where air circulation is poor.
- ☐ Contact a mechanical engineer to establish the capabilities of the HVAC system and to help define building-specific best practices.

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What to prepare before contacting a mechanical engineer

- ☐ Obtain a copy of the building schematics with the mechanical plans that the mechanical engineer can review.
- ☐ Coordinate with IT on providing building, server and automation system access.
- ☐ Be prepared with relevant financial information concerning HVAC installation and maintenance, being mindful of potentially significant expenditures.
- ☐ Verify that there is sufficient space for any equipment to be installed and develop a plan to maintain that equipment.

OPERATIONS CHECKLIST

Maintaining safety once reopen

- ☐ Run the HVAC system on as much outside air as possible. Prioritize increasing outside air over humidity.
- ☐ If possible, keep systems running 24/7.
- ☐ Open windows where appropriate during occupied hours.
- ☐ Ensure that custodial scope includes proper cleaning procedures built from EPA and CDC guidance on approved products and methods:
 - ☐ Disinfect high-touch areas of HVAC and other building service systems (e.g. on/off switches, thermostats).
 - ☐ Disinfect the interior of refrigerated devices, e.g. refrigerators, where the virus can potentially survive for long periods of time.
- ☐ Run the system on minimum outside air when unoccupied.
- ☐ Garage exhaust, if any, should run two hours before occupancy. It is preferred to run garage exhaust systems continuously during occupied hours.
- ☐ Keep heating water systems circulating and maintain temperatures above 140°F to avoid microbial incursion. Do not let the water temperature drop below 120°F.
- ☐ Maintain slightly positive pressure as compared to outside in buildings. In tall buildings, pressurizing the building will need to take into consideration stack effect and wind effects.
- ☐ Refer back to the CDC, ASHRAE, AEE and local government websites frequently as new information becomes available.