

Ventilation Labor Management Meeting Planning, Questions to Ask and Follow-up Checklist

Print this checklist (2 pages), ask the questions listed and document the answers from your labor management meeting. This form is fillable for ease of use. Keep your original meeting notes and the completed form for your records. If assistance is needed provide the completed form to your Labor Relations Specialist (LRS) and/or Occupational Safety and Health (OSH) Specialist for review.



L/M Meeting Preparation:

Clearly communicate to management the type of questions you plan on asking so they can be prepared for the meeting and ensure the right individuals are present, or the information they provide is obtained in advance of your meeting.

If there are concerns about the operation of the buildings ventilation systems, request a copy of the School Reopening Plan required by the NYSED or your employer's pandemic continuation of operations plan (COOP).

If information about the details of the building's ventilation systems and how they are maintained is needed, request a copy of the last two Building Condition Surveys required by NYSED or the past five Annual Visual Inspection Reports (required to be completed by the school on an annual basis), or the maintenance records for the service that has been performed on the building's HVAC systems.

Information from the ventilation system review (from checklist):

1. If the maintenance of the building ventilation systems is managed by an employee arrange to have them present at the meeting or have them provide the needed information to answer the questions generated during the review. If that is a CSEA member, meet separately to discuss the purpose for the meeting. If a maintenance contractor is used have their representative present or have them provide the needed information.
2. Review the locations of the building outside air intakes and the potential they have, to bring in air contaminants, including bacteria and viruses, from sources the outside of the building.
3. Review the configuration of the building ventilation zones. Look for areas of high occupancy where the buildings systems may need to be supplemented by either high efficiency particulate air (HEPA) filtration or Ultra Violet Germicidal Irradiation (UVGI) units to address a potential high bacterial or virus load in the air.
4. If the building has an economizer, a system that allows 100% outside air to be drawn into the building, assure it is operated under the outside condition limitations of the American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE) Standard 90.1-2013, which are a maximum dry bulb temperature of 75 F and a maximum dew point of 55 F.
5. Review how the outside air ventilation rate is being established to maintain the temperature and relative humidity conditions in the building within the temperature and relative humidity parameters given in question 10, which are from ASHRAE 55-2017.
6. Request documentation from the ventilation system equipment manufacturer, which will state the highest level of filtration on the Minimum Efficiency Reporting Value (MERV) scale, which are defined in the ASHRAE 2017b standard. A MERV rating of 13 or higher is recommended to reduce airborne infection potential.
7. Review the HVAC systems operating schedules. They should run as long as possible without having a negative impact on wear to the mechanical system. They must, at a minimum, run at least 2 hours before occupants arrive and 2 hours after the last person leaves the building (ASHRAE Position Document on Infectious Aerosols – https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf).
8. Review the manufacturers documentation for any HEPA or high-MERV filtration units in use to be sure they are adequately sized for the square footage of floor space(s) where they are provided.
9. Review the manufacturers documentation for any UVGI upper room or portable units in use to be sure they are adequately sized for the square footage of floor space(s) where they are provided.
10. Review the temperature and humidity parameters [40% - 60% relative humidity and temperature within established seasonal guidelines of 68F - 74F in the heating season and 72F - 80F for the cooling season]. Determine how on a real-time basis, parameters are monitored within the building and what actions are to be taken if not in accordance with ASHRAE 55-2017 recommendations).
11. If bypass energy recovery ventilation systems are present discuss how possible air leakage issues have been addressed and how they will be monitored in the future if those systems are not deactivated (ASHRAE Position Document on Infectious Aerosols, link given in item 7).

Questions to Ask & Verify about your Buildings Ventilation System

Work Location: Building:

1. Who maintains ventilation system? Employees Contracted out
2. Where are the outside air-intakes?
3. How is the building zoned?
Request a list of the areas within each zone List of
4. Does the building have an economizer?
 Yes What are the outside conditions under which it is used?
 No Can system accommodate one? Yes No
5. Is outside air increased to the highest extent possible based on daily weather conditions, and at least above the minimum recommendation of 17 CFM of outdoor air per person, or approximately 20% outdoor air?
 Yes What temperature and humidity levels trigger a change?
 No Why not?
6. Is HVAC filtration increased to the highest level possible based on the capability of the system? Yes No
 What rating of filters are used? (Preferred MERV-13 as defined in ASHRAE 2017b)
7. Are the HVAC systems kept running longer hours, up to 24/7 if possible, and at least 2 hours before occupants arrive and the last person leaves the building?
 Yes What are HVAC systems operating schedule(s)?
 No Why not? Schedules:
8. Are portable room air cleaners with HEPA or high-MERV filters provided in areas where there is high occupant load or areas that have poor ventilation?
 Yes Areas where they are used and their capacities Areas & Capacities:
 No Why not?
9. Are upper room and/or portable UVGI devices used in areas where there is high occupant load?
 Yes Areas where UVGI devices are used and their capacity Areas & Capacities:
 No Why not?
10. Are bypass energy recovery ventilation systems that could leak potentially contaminated exhaust air back into the outdoor air supply deactivated?
 Yes Why Not?
 No Why not?
11. Are temperature and humidity levels maintained within the established ASHRAE seasonal guidelines with temperatures between 68 F to 74 F in the heating season and 72 F to 80 F for the cooling season and humidity between 40% and 60%.
 Yes How are conditions monitored to assure they are within the desired ranges for humidity and temp?
 No Why not?

How?

Notes:

