

WESTPORT PUBLIC SCHOOLS
HVAC PM FILTER CHANGE PROCEDURES
And Thermal Comfort Issues
March 21, 2012

Filter Change Procedures:

Roof Top Unit (RTU) filter changes are completed every four months by a Maintenance Mechanic (MM). During this process, the MM inspects the Heating, Ventilating and Air Conditioning (HVAC) coil for cleanliness, the belts for wear and play and applies grease to all fittings and marks the date on the filter. Once this is complete, the MM inspects the entire unit for potential issues that may exist. The MM also inspects the space the units are housed in to assure all other facility issue(s) are in proper working order. A work order is generated for any issues that are discovered during this inspection.

Once the inspection and filter changes are complete, the MM enters this data into a log book. The log book contains a listing of all equipment in each school, the location, filter size(s) and date of change.

The filter change procedure is followed to completion one school at a time until all school inspections and filter changes have been completed. This procedure is expected to take approximately 3.5 to 4 months to complete. Then the cycle repeats. Filters known to be problematic due to operating environment are changed in as little as 1.5 month intervals. Also, outside air conditions can affect the life of some filters from season to season.

Once complete, all filters that were used will be re-ordered by the Supervisor of Building Operations and placed into stock in preparation for the next HVAC PM walk through. All unit ventilator filters are changed by the Head Custodian or his designee at least four (4) times per year. If a problem is observed during a filter change a work order is generated. Unit ventilators are vacuumed and inspected during the summer. Coils are cleaned as needed by a certified HVAC Master Mechanic. Custodians will only work on floor level unit ventilators whereas the MM is responsible for those mounted in ceilings and on rooftops.

Window air conditioners and filters are vacuumed monthly by custodial staff. If the filter shows wear it is replaced by the custodian with filter material kept at each school for that purpose.

Thermal Comfort Issues:

Thermal comfort issues are addressed in the following manner:

1. Thermal comfort issues are identified by staff and reported to the Main Office of the school.
2. A custodian is dispatched to the space and three temperature readings (using an instant read thermometer) are conducted. The three readings are taken at the thermostat and two other locations in the room. Instant read thermometers have been provided to all schools for this purpose.
3. If the custodian determines that the room temperature exceeds the range of acceptability (68 to 74 degrees) by less than 4 degrees, a work order is issued.

4. If the custodian determines that the room exceeds the range of acceptability by more than 4 degrees, a telephone call is placed to the Facilities Department. A work order is issued and an HVAC mechanic is dispatched to the site.

Duct Cleaning:

All ducts are cleaned on a rotating basis of 4-6 years as needed. All duct work is cleaned and visually inspected by a staff member prior to closing of access points.