



**BC COMFORT**

MECHANICAL CONTRACTOR

**IS YOUR  
BUILDING HVAC  
COVID READY?**





# IS YOUR BUILDING HVAC COVID READY?

## STARTUP CHECKLIST FOR HVAC SYSTEMS PRIOR TO OCCUPANCY

### HVAC SERVICING

#### A certified BC Comfort Technician can:

- Verify that there is proper separation between outdoor air intakes and exhaust discharge outlets.
  - This prevents/limits re-entrainment of potentially contaminated exhaust air.
- Measure and balance your airflow and building pressurization.
- Review whether additional ventilation can be provided without impacting current equipment performance.
- Verify coil velocities and coil and unit discharge air temperatures required to maintain desired indoor conditions.
- Review if outdoor airflow rates are up to the most current ASHRAE standards or province-adopted code requirements.
- Verify that all system filters are installed correctly and that they meet and exceed the latest building code standards.
- Perform an initial air-flush of all spaces prior to all occupants re-entering the building.
  - We recommend that all mechanical systems be operated in occupied mode for a minimum period of one week before occupants return.
- Install UV-C lights arrays in select air handling units around your building to add another layer of defense against potentially harmful pathogens.

## HVAC OPERATIONS

### A certified BC Comfort Technician can setup your system to:

- Maintain proper indoor air conditions (temperature and humidity) to limit potential for mold growth in the building.
- Maintain humidity between 40-60% to reduce potential for airborne viral transmission.
  - Changes in humidity during heating season in cold climate could increase potential for condensation in/on building envelope. Please consult with a BC Comfort technician to see if this is appropriate for your system.
- Incorporate use of tools (BAS, portable data loggers, etc.) to monitor and track humidity levels in each space.
- Disable Demand-Controller Ventilation (DCV) systems using carbon dioxide (CO2) systems where possible.
- Set up a scheduled maintenance plan to ensure that systems are regularly maintained, properly serviced and that filters are replaced in the timely manner.

## PLUMBINGHVAC OPERATIONS

### A certified BC Comfort Technician can:

- Ensure all plumbing systems are flushed to remove potential contaminants from stagnant equipment, piping, fixtures, etc.
  - Domestic cold-water systems should be flushed for a minimum period of 5 minutes.
  - Domestic hot-water systems should be flushed for a minimum period of 10 minutes.



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### OPERATIONS

#### Things you can do to minimize risk:

- Minimize item sharing (such as printers, appliances, and other communal items) around the office as pathogens can live on surfaces for hours after contact.
- Set strict boundaries on health and safety protocols, such as no handshaking, no physical greetings (hugs and high-fives), social distancing and wearing masks.
- Reconfigure your floor plan to include well-spaced desks and partitions to keep people safely distanced.
- Consider adjusting employee working hours by creating a rotating team schedule with flexible work hours to decrease traffic.
- Place easily identifiable sanitizing stations around the building to ensure that employees and guests have access to sanitizer, particularly upon entering your building.
  - Hand sanitizer should have a minimum of 60% alcohol to be effective.
- Set rules about face mask use based on the configuration of your building.
  - Check with your province or city to see what the most updated regulations are.
- Restrict common gathering areas (such as the break room) where employees may have used as communal areas.
  - You may need to stagger break times to minimize people gathering in communal areas.

For more information, please visit [www.bccomfort.com/covid-checklist/](http://www.bccomfort.com/covid-checklist/).