

Building Reopening Checklist: HVAC Systems



To Do List:

We have all been through a whirlwind of events that have changed our lives, possibly forever. With a health crisis, our focus has been on **people staying well** by social distancing and staying at home to minimize the spread of COVID-19. For the most part, this process has shown signs of success. Now, as we begin to see re-opening of the economy, and thus return to work in our buildings, we offer some perspective on how to be sure our **buildings are well** by providing healthy environments for occupants in accordance with CDC guidelines.

If your facility has been on setback mode due to COVID-19, you may need to consider a few maintenance items prior to restarting your HVAC and plumbing systems. The following is a checklist meant to provide some guidance for 'to dos' when bringing facilities back on line:

- ✓ Check O & M Manuals for maintenance items
- ✓ Inspect and change air filters, if necessary
- ✓ Clean coils/heat wheels/louvers/dampers
- ✓ Confirm louver and damper operations
- ✓ Lubricate pumps and motors, both HVAC and domestic
- ✓ Clean out any sumps and screens
- ✓ Clean out floor drains
- ✓ Clean roof drains, especially those that accept condensate
- ✓ Refill boiler condensate neutralizer canisters
- ✓ Confirm hydronic water treatment is maintained
- ✓ Circulate HW or CHW, vent off any air, clean strainers
- ✓ Disinfect UVs, CUHs, etc., inside and out
- ✓ Wipe down and disinfect grilles, registers, diffusers
- ✓ Shut down and flush domestic HWHs
- ✓ Circulate and flush domestic water piping
- ✓ Confirm BAS settings and schedule

For additional information refer to www.ashrae.org/technical-resources/resources



Clean HVAC coils on both outdoor and indoor equipment.



Clean out any pump suction diffusers and equipment strainers.

GREYHAWK

Construction Managers + Consultants
2000 Midlantic Drive, Suite 210
Mount Laurel, NJ 08054

856.722.1800
888.280.HAWK (4295)
www.greyhawk.com

For more information contact:
Jeff Riggs, CCP | jriggs@greyhawk.com