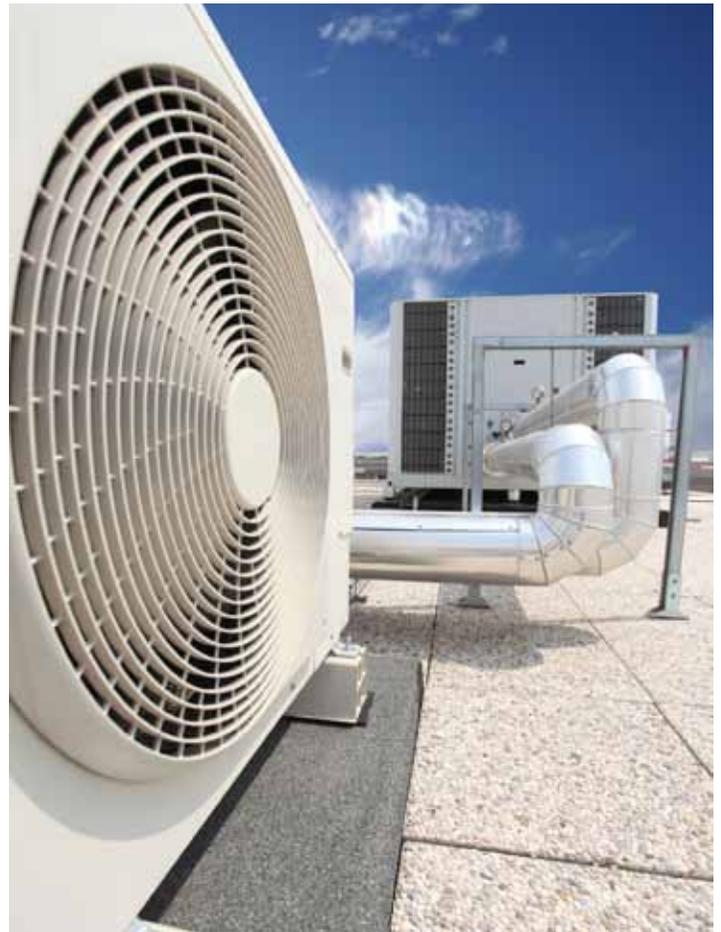


Does Your Business Need a Breath of Fresh Air?

The Ventilation in Your Building Should Deliver It

The air you breathe at work each day is delivered via a ventilation system. When working well, ventilation provides healthy indoor air to building occupants by diluting and removing contaminants from the air. It is a major contributor to the health and comfort of building occupants.

Mechanical ventilation controls the way air moves through a building. HVAC systems filter and condition air to a set temperature and distribute air throughout the building.



Factors That Reduce Ventilation Effectiveness:

- Damaged ductwork.
- Disconnected ductwork.
- Unclean filters.
- Filters that are not installed correctly.
- Outdoor air infiltration through gaps and leaks that distort intended air flow patterns and deliver mold spores and bacteria.
- Standing water near intake equipment.
- The presence of moisture, mold and bacteria in the system.



Consequences of Poorly Operating Ventilation Systems:

- Inferior HVAC performance.
- Excessive energy consumption by the HVAC system.
- An inability to provide adequate heating or cooling.
- Drastically impaired performance from heat recovery devices.
- Poor indoor air quality with impacts to occupant health and comfort.

To Prevent Ventilation Problems and Maintain Healthy Indoor Air Quality:

- Install air intake units in clean areas away from parking lots, busy streets, and garbage receptacles.
- Close gaps and leaks in the building envelope to reduce air infiltration.
- Assure that dampers on air inlet units are functioning properly.
- Clean and seal duct work to avoid bacterial growth and to optimize HVAC system.
- Inspect cooling coils, condensate pans, ceiling tiles, carpet and insulation bi-annually for signs of mold or bacteria.
- Clean dehumidification systems regularly.
- Ensure air filters are properly installed.
- Use adequate filter grades in HVAC systems. The U.S. Department of Energy recommends MERV 13.
- Change filters regularly according to the manufacturer's specifications.

