

<p><b>POLICIES AND PROCEDURES</b></p> <p><b>Effective Date: Sept 2, 2003</b></p>	<p><b>Title:</b> Appendix 3.5. K: HVAC System Failure</p> <p><b>Originating Department:</b> Facility Management &amp; Operations</p> <p><b>Affected Department:</b> Maintenance</p>	<p><b>Page: 1 of 2</b></p> <p><b>Approved:</b></p> <p><b>Revised Date:</b></p>
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**OBJECTIVE:**

To outline a plan of action to protect the building systems and occupants in the event of a heating, ventilating or air conditioning (HVAC) system failure.

**POLICY:**

The Facility Management & Operations (FMO) Department will maintain the HVAC system(s) at the Facility in a state of good repair at all times in order to avoid/minimize any equipment or system failures. The FMO Department will keep records to document the maintenance and repair of the HVAC systems throughout the Facility. FMO technicians will be trained and familiar with the sequence of operations, operating conditions and operating procedures for all HVAC equipment and systems serving the Facility.

**DEFINITION:**

The Facility's HVAC system is a complex network of equipment and controls that consist of many individual components. These components operate individually and/or in conjunction with each other to provide an optimal environment for occupant comfort. The total HVAC system can heat, ventilate, or cool the Facility as needed.

The various components that make up the HVAC system are:

1. Main and/or auxiliary chillers
2. Main and/or auxiliary cooling towers
3. Main and/or auxiliary chilled water pumps
4. Main and/or auxiliary condenser water pumps
5. Air handlers and fans
6. Individual through the wall air conditioning/heating units
7. Main and/or auxiliary boilers
8. Fresh air dampers
9. HVAC controls (pneumatic and/or digital)
10. Humidifiers
11. Volume or Mixing Boxes
12. Valves

**PROCEDURE:**

1. Disaster recovery plans for each of the above systems shall be developed and maintained by the FMO Department should catastrophic failure of any one of these systems exist and that system has been deemed "essential" by the Client.

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2. When any component of the HVAC system fails, the following steps will be taken to assure prompt resumption of service with minimal impact on normal operations.
3. Investigate the situation to determine cause of problem, the affected areas, and estimated time to restore HVAC service.
4. Notify Tenant Call Center to notify all Departments affected when a problem will exist for an extended period of time.
5. Correct problem, in house, if possible and return systems to service.
6. Notify call center and affected departments that system function has been restored.
7. If problem cannot be repaired in house, call the Project Manager.
8. Project Manager or Supervisor will arrange for in house personnel, outside service trades or outside service contractor to respond to the failure and repair the affected equipment, if possible.
9. The following companies are familiar with the Facility's HVAC systems and therefore if needed, the Project Manager or Supervisor will contact the following companies for any outside assistance:

Equipment Description	Company	Phone	Contact
Electrical			
Plumbing			
Chillers			
Boilers			
Cooling Tower			
DDC Controls			
Pneumatic Controls			
Motor Repair			
Pump Repair			

10. After repairs are made and equipment is operating, notify affected departments and monitor areas.
11. Record the details of the failure in the Daily Log complete with remedy required to affect repairs.
12. Written reports of major interruptions or incidents involving major pieces of HVAC equipment, e.g., chillers, boilers, etc., will be provided to the Project Manager and submitted to the Client.
13. Blueprints of the HVAC system shall be kept up to date by the FMO Department and up to date copies of the HVAC system will be on file in the FMO Department.

**ATTACHMENTS:**