

**Barnstable Public Schools  
West Villages Elementary  
Barnstable, MA**

**2020**

# **HVAC System Evaluation**

**Prepared For:**

**Barnstable Public Schools  
230 South Street  
Hyannis, MA 02601**

**Prepared By:**

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## **EXECUTIVE SUMMARY**

### **General**

Barnstable Public Schools engaged BLW Engineers to evaluate the building HVAC system relative to its current operating conditions, re-opening to the building to the public and potential considerations relative to Covid-19. Kenneth R. Beck, PE, Principal-In-Charge, visited each site, reviewed building documentation and prepared the following evaluation.

While at the site, BLW Engineers met with the facilities operator who reported the HVAC systems receives regular preventative maintenance which includes filter replacement, grease motors and bearings, replace fan belts and verify damper and valve operation.

The West Villages Elementary School is located at 760 Osterville-W. Barnstable Road, originally constructed in 1989; comprises approximately 62,000 square feet of educational space.

### **West Villages Elementary School Planned Reopening**

The Barnstable Public Schools plans on the following school re-opening:

- Classrooms seating will be reorganized to provide recommended social distancing; typically, classrooms sizes will be reduced to 15 people (students and a teacher).
- Cafeteria will not be used in normal fashion; students will eat lunches at their desk.
- Gym will not be used in normal fashion.
- Library room will not be used in normal fashion; it will be used primarily as classroom space.

### **Recommendations**

Based on applicable guidelines (ASHRAE, State of Massachusetts Re-opening Guidelines, Massachusetts Teachers Association, etc.), the West Villages Elementary School is safe to occupy and should consider the following best practice operation of the current HVAC system in an effort to provide an environment to best protect the occupants and visitors to the building during the pandemic:

Tier 1 Recommendations: Tier 1 recommendations are immediate revisions to system operation prior to start of classroom and until the start of the heating season.

1. Create an "Epidemic Mode" sequence of operation that can be turned on, shut down or override, if needed, by manual selection of the operator
2. Replace the unit filters with the best filters available that will not impact the heating capacity of the units and develop a filter replacement plan; unit ventilators and heating/ventilating units will not be able to accommodate MERV13 filters without significantly impacting system operation, outdoor air delivery to the space and equipment component failures.
3. Filter upgrades will require more frequent changes due to pressure drop of filter and particulates that "dirty" the filters.
4. Continued operation (24 hours a day, 7 days a week) of heating and cooling systems is recommended.

5. Operate toilet exhaust fans 24 hours a day, 7 days a week.; other fans shall operate two hours prior and two hours post occupied hours.
6. Monitor Carbon Dioxide (CO<sub>2</sub>) levels in occupied areas of the building by building personal on an intermittent basis.
7. Should building exhaust exit building through sidewall louvers subject to pedestrian traffic, provide warning signs and consider diverting or rearranging the exhaust air discharge locations so that they would pose no opportunity to cause harm.
8. Operate the building in occupied mode with mechanical ventilation prior and two hours post occupied hours; where mechanical ventilation and exhaust are not currently provided, utilize operable windows.
9. Operate the building in the occupied mode during disinfection and cleaning operations.
10. Operate Classroom unit ventilators at maximum outdoor air for ventilation. Based on reduced classroom sizes, the classroom current system can provide more than 20 CFM/occupant for 12 people (10 CFM per occupant plus 0.12 CFM/SF), MTA Guidelines and can be supplemented by operable windows.
11. Operate Offices unit ventilator (UV-4) at maximum design air flow; the units have the capability of providing 20/CFM per occupant for 10 occupants.
12. Operate Library unit ventilator (UV-4) at maximum design air flow; the units have the capability of providing 20/CFM per occupant for 15 occupants.
13. Operate Guidance and Conference Room unit ventilator (UV-5) at maximum design air flow; The Guidance Office could accommodate up to 5 occupants at 20 cfm/ occupant t ventilation rate and the Conference Room could accommodate up to 9 occupants at 20 cfm/occupant ventilation.
14. Operate Faculty unit ventilator (UV-6) at maximum design air flow; the units have the capability of providing 20/CFM per occupant for 12 occupants.
15. Operate Gym air handling unit (AH-8) at maximum design air flow; the unit has the capability of providing 20/CFM per occupant for 100 occupants.
16. Operate Cafeteria air handling unit (AH-9) at maximum design air flow; the unit has the capability of providing 20/CFM per occupant for 149 occupants.
17. At the commencement of school and until the heating season, the unit ventilators and air handling units can be run in the “economizer mode” with 100% outdoor air and no recirculation.
18. During the heating season, operate he unit ventilators and air handling units to the level above the ventilation design capacity based on outdoor air temperature and the acceptable indoor air temperature acceptable to the occupant comfort.
19. Eliminate zones that are not occupied to better use outdoor air in occupied areas.
20. Relocate occupants from areas that do not have mechanical ventilation or operable windows.
21. Use operable windows when outdoor air conditions allow.
22. Keep conference room doors open as much as possible or open windows when feasible.
23. Increase regular maintenance of all mechanical heating, ventilating and air conditioning equipment.
24. Monitor the heating, ventilating and air conditioning operation of the building on a continual basis.
25. Follow recommendations of holistic view of building recommendations in General Recommendations noted hereinafter.

Tier 2 Recommendations: Tier 2 recommendations are supplemental revisions/additions to the existing systems that may be required for the heating season when systems will need to utilize recirculated air to maintain space temperature setpoints.

1. Provide additional filtration with portable HEPA filter units (100 cfm/250 SF) or UV filtration units for unit ventilators and air handling units with large percentages of recirculation air.
2. Install portable humidifiers or retrofit existing equipment with humidifiers for local humidity control should humidity become an issue.
3. Add plug-in type supplemental electric heat as required for increased ventilation requirements through equipment or operable windows.
4. Apply and use outdoor air quality sensors or reliable web-based data for outdoor pollution information as part of the new ventilation operation.
5. Consider UV decontamination lights on highly touched surfaces.

Notes:

1. While there is ventilation air and return air associated with each classroom unit ventilator, Library unit ventilator and Faculty unit ventilator the units only recirculate air within each classroom and do not recirculate air between classrooms.
2. While there is ventilation air and return air associated with the Gymnasium and Cafeteria air handling units, the units only recirculate air within each space and do not recirculate air between other spaces.
3. These recommendations are based on guidance provided by applicable agencies and publications for best practices for protection of occupants and visitors to the building but do not provide absolute protection from the pandemic.
4. These recommendations will have a significant impact on the operating and maintenance related costs of the HVAC systems.

## HVAC SYSTEM EVALUATION

The existing building is provided with heating hot water by hot water boilers, a water cooled chiller, cooling tower, a two-pipe hot water water distribution piping system, a two-pipe dual water distribution piping system, a two-pipe condenser water distribution piping system, unit ventilators, air handling units, exhaust fans and miscellaneous heating terminal equipment.

The two standard efficiency boilers are located in the mechanical room. The boilers provide hot water heating to the building through the dual water pumps (lead/standby) with variable speed drives to the to the dual water distribution piping system and through the hot water pumps (lead/standby) with variable speed drives to the two-pipe heating water distribution piping system. The boiler room is in good operating condition.

The chilled water system consists of a 100-ton water cooled chiller located in the mechanical room. The chilled water is provided to the building through the dual water pumps (lead/standby) with variable speed drives to the two-pipe chilled water to the dual water distribution piping system. The condenser

is provided with condenser water pumps (lead/standby) to the cooling tower adjacent to the mechanical room.

Classrooms are provided with unit ventilators originally sized for 1,000 CFM total air supply and 250 CFM of outdoor air; air is exhaust from an exhaust register rated for 200 CFM to an exhaust duct distribution system to a roof exhaust fan. The original ventilation design provides ventilation for a classroom size of 16 occupants (Classroom Ventilation =  $10 \text{ CFM} \times \text{Occupant} + 0.12 \text{ CFM} \times \text{SF}$  or for a typical 750 SF classroom with 16 occupants that would be 250 CFM). Heating is provided through the unit's hot water heating coil interconnected to the building hot water piping distribution system.

The Offices are provided with an unit ventilator (UV-3) to provide heating, air conditioning and ventilation; the unit was designed to provide 1,500 CFM total air supply and 210 CFM of outdoor air for ventilation; the original ventilation air design provides current code requirement ventilation to the spaces it services (Ventilation =  $5 \text{ CFM} \times \text{Occupant} + 0.06 \text{ CFM} \times \text{SF}$ ). Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system. The Offices could accommodate up to 10 occupants at 20 cfm/student ventilation rate.

The Library is provided with an unit ventilator (UV-4) to provide heating, air conditioning and ventilation; the unit was designed to provide 2,000 CFM total air supply and 310 CFM of outdoor air for ventilation; the original ventilation air design provides current code requirement ventilation for 40 people (Ventilation =  $5 \text{ CFM} \times \text{Occupant} + 0.06 \text{ CFM} \times \text{SF}$ ). Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system. The Library could accommodate up to 15 Occupants at 20 cfm/student ventilation rate.

The Guidance and Conference Room is provided with an unit ventilator (UV-5) to provide heating, air conditioning and ventilation; the unit was designed to provide 1,200 CFM total air supply and 300 CFM of outdoor air for ventilation; the original ventilation air design provides current code requirement ventilation to each space. Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system. The Guidance Office could accommodate up to 5 occupants at 20 cfm/ occupant t ventilation rate and the Conference Room could accommodate up to 9 occupants at 20 cfm/occupant ventilation.

The Faculty Room is provided with an unit ventilator (UV-6) to provide heating, air conditioning and ventilation; the unit was designed to provide 1,000 CFM total air supply and 250 CFM of outdoor air for ventilation; the original ventilation air design provides current code requirement ventilation. Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system. The Faculty Room could accommodate up to 12 occupants at 20 cfm/ occupant ventilation rate.

The Connecting Corridor is provided by an air handling unit (AH-7) to provide heating, air conditioning and ventilation; the units were designed to provide 2,000 CFM total air supply and 210 CFM of outdoor air for ventilation. Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system.

The Gymnasium is provided an air handling unit (AH-8) and two exhaust fans (EF-8, 9) to provide heating, air conditioning and ventilation; the units were designed to provide 20,000 CFM total air supply and 2,000 CFM of outdoor air for ventilation; the original ventilation air design exceeds current code

requirements (Ventilation = 7.5 CFM x Occupant + 0.06 CFM x SF). Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system. The Gymnasium could accommodate up to 100 students at 20 cfm/student ventilation rate.

The Cafeteria is provided with an air handling unit (AH-9) and a exhaust fan (EF-13) to provide heating, air conditioning and ventilation; the unit was designed to provide 3,224 CFM total air supply and 2,494 CFM of outdoor air for ventilation; the original ventilation air design exceeds current code requirements (Ventilation = 5 CFM x Occupant + 0.12 CFM x SF). Heating and cooling are provided through the unit's dual water coil interconnected to the building dual water piping distribution system. The Cafeteria could accommodate up to 149 students at 20 cfm/student ventilation rate.

The Kitchen is provided with a gas fired makeup air unit (MA-1) that provides 4,330 CFM of tempered makeup air, a kitchen hood exhaust fan (EF-9) that provides 4,407 CFM of kitchen hood grease exhaust and a dishwasher exhaust fan (EF-10) that provides 964 CFM of dishwasher hood exhaust.

Bathrooms, Janitor's Closets, Storage, etc. are provided by exhaust registers, exhaust duct distribution system and roof exhaust fans.

Miscellaneous spaces have been provided with hot water terminal equipment interconnected with the hot water distribution piping system.

The building is controlled by electronic controls.

#### **GENERAL PUBLICATION RECOMMENDATIONS**

Publications referenced include ASHRAE and State of Massachusetts Re-opening Guidelines for schools.

Operating school buildings under epidemic conditions requires a holistic framework during the crisis and the restoration to potentially a new "normal" after the public health emergency has ended.

Considerations include:

- Review of current operational practices
- Holistic view for owner/operator

#### **Review of current operational practices**

- Modes of operation of HVAC systems
  - sequences of operations
  - set points
  - schedules
- Verification that equipment and systems are properly functioning and have the enhanced capabilities to address public health considerations, with a focus building air circulating systems.
- Understanding that infected people who are asymptomatic may enter buildings, increasing the likelihood of the spread of virus through air systems to other occupants.

#### **Holistic view for owner/operator**

**Owners and operators should take a holistic view of their buildings and:**

1. Develop a pandemic preparedness plan
2. Review indoor and outdoor environment
3. Review the space types
4. Operate and maintain HVAC
  - o Air-Conditioning and Ventilation systems
  - o Exhaust systems
5. Check Elevator Control
6. Check BAS and Access Control Systems

### **Develop a Pandemic Preparedness Plan**

#### **Consider these possible goals:**

- Reduce the spread of infection among building occupants,
- Maintain HVAC and Building Service Systems in safe and healthy conditions,
- Minimize impact on building occupants and visitors,
- Communicate risks and precautions being taken with occupants transparently
- Implement measures that help make occupants feel secure:
  - o Require occupants, visitors and maintenance personnel to wear appropriate PPE per CDC,
  - o Screen, monitor and control the circulation of occupants and guests to help avoid transmission of disease,
  - o Increase frequency for surface disinfection on frequently touched surfaces, such as door handles, handrails, door bells and elevator buttons.

#### **Ensure continuity of supply chains and have backup plans.**

- Identify your critical suppliers, e.g. filters, cleaners, disinfectants, parts, PPE, etc.,
- Identify vendors who could negatively affect your operation if they fail to deliver,
- Review current service provider agreements to see if alternate suppliers can be engaged in the event of a supply disruption, for example, equipment service providers, and understand contract limitations and restrictions on using alternative providers,
- Ask critical suppliers to share their pandemic plans:
  - o What does their plan include?
  - o Have they tested their plan? When was it updated?
  - o Set boundaries with suppliers – ask that they do not send staff who may be showing signs of illness to your property.

#### **Review contract agreements:**

- Review contract agreements: Review contracts with service providers, utilities, and suppliers to determine what rights and remedies they have because of disruptions due to unforeseeable circumstances that prevent fulfillment of a contract.

#### **Establish a communication protocol and continuity of operations plan:**

- Identify key contacts and publish normal and emergency contact information,

- Document the chain of command and communication requirements, and provide instructions and outline expectations for how all responses are to be documented and what records shall be maintained and distributed.

**Provide staff with:**

- PPE per CDC and OSHA requirements,
- Training on the proper use and disposal of PPE and waste,
- Training on infection prevention and control measures,
- Cross training to ensure critical building functions are maintained in an emergency, and
- Instruction to staff to stay at home if they are feeling sick.

Check with insurance providers to determine whether there are special measures that can be taken to preserve coverage or lower premiums.

**Next Steps:**

1. Notify staff, tenants and visitors about the plan
2. Follow all local, state and federal executive orders, statutes, regulations, guidelines, restrictions and limitations on use, occupancy and separation
3. Follow OSHA Guidelines, especially the portion in the guide regarding filter and outside air.
4. Ensure that custodial staff and service providers job descriptions includes performing proper cleaning procedures based EPA and CDC guidance using approved products and methods:
  - Disinfect high touch areas of HVAC and other Building Service systems such as on/off switches, and thermostats;
  - Consider UV light disinfection devices of high touch counters in public spaces.
  - Disinfect interiors of refrigerated devices, such as refrigerators, coolers and vending machines where the virus can survive for potentially long periods of time.
5. Consider installing a thermal camera at building entrances to help screen visitors for elevated body temperatures. Note that that infected individuals may show no signs of being ill, including having no fever, and can be responsible for much of the transmission. In such cases, thermal imaging may not be effective.
6. Provide MERV13 or higher filters for air handling equipment that recirculate air when equipment has the capacity; however, most existing air handling equipment will not be able to accommodate MERV13 filters without significantly impacting system operation, outdoor air delivery to the space and equipment component failures.
7. The HVAC systems that are physical or capacity limited for better filtration and UV decontamination systems in the return airstream, consider installing portable filtration and air cleaning devices such as UVGI (Ultraviolet Germicidal Irradiation), especially if seniors or anyone with other health issues or compromised immune systems may be located, or, in mission critical areas where required.
8. Provide automatic hand sanitizer dispensers in the high touch areas and other common areas, including spaces where equipment where frequent maintenance is required, and ensure dispensers are serviced often and remain operational.
9. Post signage in prominent locations that contain information and instructions to educate and remind staff about proper procedures to maintain personal protection while cleaning, replacing filters and moving or using other equipment that maybe contaminated



10. Consider providing antimicrobial door mats at high traffic entrances to the building.
11. Institute additional cleaning procedures to ensure proper disinfection of bathrooms, kitchens and common areas. Educate cleaning and maintenance staff on proper personal protection and PPE use including following OSHA worker exposure guidelines.

**Review Indoor and Outdoor Environment**

- Maintain dry bulb temperatures within the comfort ranges indicated in ANSI/ASHRAE Standard 55-2017
- Maintain relative humidity between 40% and 60% through the use of the air conditioning systems.

<b>In Cold Climates</b>
<p>i. HVAC systems with no humidification may not achieve the minimum humidity indicated,</p> <p>ii. Observe building assemblies and finishes frequently for condensation when indoor dew points rise above the surface temperatures of the assemblies and finishes,</p> <p>iii. Excessive humidity may lead to condensation, indoor mold growth, and degradation of indoor air quality.</p>

**Review the space types**

<b>Conference Rooms</b>	Keep doors to be opened to promote good ventilation where possible. If doors must be closed, consider local air filtration and cleaning devices and appliances such as portable air filters, or provide local exhaust fans discharging directly to the outside to improve ventilation.
<b>Pantries/Storage Rooms</b>	Provide local exhaust, or portable air filtration and cleaning appliances, especially if refrigerators, or similar appliances, are presented.
<b>Public/Large Assembly Spaces</b>	Where there can be a large assembly of people, consider air treatment, e.g. upper-room UVGI lamps.

**Operate and maintain the HVAC system**

Building owners and service professionals should follow the requirements of ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial HVAC Systems which has tables to show the typical maintenance required for equipment that has been in operation. Consider PPE when maintaining ventilation materials including filters, condensate. Consult additional guidance before duct cleaning. Check specifically:

- Dampers, filter, and economizers seals and frames are intact and clean, are functional and are responding to control signals. MERV13 or higher filters are required for capture of airborne viruses; however, most existing equipment will not be able to support the associated pressure drop of these filters and equipment should be provided with only the highest MERV rating that does not affect the heating and cooling capacity of the units.
- Zone and air temperature are calibrated and accurately reporting environmental conditions to the BAS or local controllers.
- Exhaust fans are functional and venting to the outdoors.
- Check outside air intake regularly for any potential risk such as exhaust nearby and provide proper clearance if assessable by pedestrians, etc.

#### **Operate and maintain the HVAC system – Air conditioning and ventilation systems**

- Continued operation of all systems is recommended.
- For offices with fan coil units, open windows 2 hours before and after occupied periods.

#### **Centralized and floor-by-floor Variable Air Volume (VAV) systems: General information**

- For central or floor-by-floor VAV systems that have the capacity to operate with 100% outside air, such as an economizer cycle, close return air dampers and open outdoor air dampers to 100% or to the maximum setting that the HVAC system can accommodate and still maintain acceptable indoor conditions.
- If there are heating and cooling coils to temper the air, it can provide comfort and eliminate recirculation (in the mild weather seasons this will have smaller impacts to energy consumption, thermal comfort, or humidity control, however, using 100% outside can be more difficult in extreme weather conditions).
- Considerations also should be given in areas with dry outside air that may lower the relative humidity to below 40%.
- Prioritize increasing outside air over humidity (see concerns about operating at indoor humidity outside the range of 40%-60%).

#### **Centralized and floor-by-floor Variable Air Volume (VAV) systems: Floor-by-floor**

- In floor-by-floor VAV systems that have only minimum outside air damper positions or openings, open outside air damper to its maximum position (the same cautions and concerns stated above apply).
- If outside air is supplied centrally from outside air handling units (typically at mechanical levels) to all floors, and there are unoccupied tenant floors, divert the outside air to the occupied floors.
- Consider changing the floor level VAV air handling units' discharge air temperature setpoint the maximum (typically no higher than 60° F).

- This will cause VAV terminal units (boxes) to open to try and satisfy space cooling loads which will increase the number of air changes in the space being served.

#### **Centralized and floor-by-floor Variable Air Volume (VAV) systems: Cooling coils**

- Cooling coils, heating coils and condensate drain pans inside air handling equipment can become contaminated.
- Therefore, consider adding UVGI for coil surface and drain pan disinfection are encouraged as it will reduce the needs and frequency for in-person coil surface disinfection.
- These devices and systems should be monitored often and regular and emergency maintenances should continue.
- Provide PPE protection for building operators, maintenance technicians and anyone else who must inspect or come in contact with the device or equipment.

#### **Centralized and floor-by-floor Variable Air Volume (VAV) systems: Operable windows**

- In buildings with operable windows, when outside air thermal and humidity conditions and outdoor air quality are acceptable, open windows where appropriate during occupied hours.
- Disabling the interlock between opening windows and air conditioning system lockout or shut down if this feature is provided for in the Building Automation System.
- Monitor indoor spaces for possible contaminants entering through the windows such as toilets exhaust located nearby or for windows accessible to public and high traffic on adjacent streets and walkways.
- Exposure to seasonal and other outdoor allergens (pollen and mold spores) may occur with windows opened.
- Special ductwork cleaning, or, changing filters more often than normal is not necessary.

#### **Domestic Heating Water systems:**

- Keep heating water systems circulating and maintain temperatures above 140°F to avoid microbial incursion. Do not let water temperature to drop below 120°F.

#### **Operate and maintain the HVAC system - Exhaust systems**

- Exhaust system for toilets should run 24/7. Do not open operable windows in toilets.
- Other exhaust systems should continue to run as normal. Run exhaust systems 2 hours before and after occupied periods.
- If there are exhaust outlets located in pedestrian areas outside, provide warning signs and consider diverting or rearranging the exhaust air discharge locations so that they would pose no opportunity to cause harm.

#### **Elevator Control**

1. Turn on elevator cab (lift) ventilation fans, where possible
2. Encourage occupants to take stairs, where possible, especially when elevator lobbies are crowded.
3. Allow elevators to run at high speed to minimize time in elevator.

4. Close elevator lobby vestibule doors, if available.
5. Consider local air treatment devices in frequently used lifts.

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### **Building Automation System and Access Control System Programming**

#### Building Automation Systems:

- Automate the control sequences in this document as a "Epidemic Mode" operation that can be turned on, shut down or override, if needed, by manual selection of the operator.
- Provide remote access to staff and trusted service providers who are responsible for operating and maintain Building Automation Systems, security, access control, information technology, fire alarm and life safety systems. Have written procedures and test remote access and secure access levels and permissions for all individuals prior to an emergency, if possible.

#### Access Control Systems:

- Post signage and communicate to tenants, and post visitors' procedures for entering and leaving the building that will minimize the time spent in public spaces.
- Use touchless access control system if available and where possible.
- Require and enforce social distancing within public and shared spaces using signage.
- Ensure that workspaces are situated to accommodate social distancing recommendations.