

POLICY MANUAL

Subject: Air Quality

Effective Date:

Initiated By: Russell E. Taylor
Support Services Supervisor

Approved By: Tim Tull
Chief Fiscal Officer

Review Dates: 12/02 RT, 07/10 RT/Committee
08/11 RT 10/12 RT 11/13RT, 11/14 RT

Revision Dates: 12/05

POLICY:

In order to ensure a safe and comfortable environment for our patients, visitors and staff, the following procedures will be followed on all HVAC equipment.

PROCEDURE:

1. All new or replacement equipment will be purchased assuring that they meet the requirements set forth by the ASHRAE standard for this type of facility.
2. Documentation that new or replacement systems meet the standards will be given to Cumberland Heights by the contractor showing that they meet the prescribed standards.
3. Cumberland Heights uses no cooling towers or humidifiers.
4. Air handling systems will be maintained in accordance to the standards set forth in ASHRA standard 62-2001.
 - A. Filters will be checked monthly and changed as needed in all units as per task AC-02.
 - B. Units will be cleaned annually as per task AC-01.
 - C. Dehumidification systems will be cleaned during the annual task AC-01.
 - D. Drain pans will be maintained by procedure AC-01 and checked quarterly per task AC-04.
 - E. Outdoor air intake louvers will be maintained by task AC-03 annually and visually inspected when ever work is preformed on units.
 - F. Floor drains will be inspected during task AC-04.
 - G. Equipment conditions, visible microbial contamination, water intrusion and cleanliness of area will be checked during all HVAC procedures.
 - H. Air flow requirements will be checked every five (5) years after initial installation.

Cumberland Heights is presently contracted with Kimbro Mechanical Company for the maintenance and repair of our HVAC units on our River Road Facility.