

| General Recommendations / Best Practice | |
|---|---|
| 1. | Operate HVAC systems outside of occupied schedule. Start 2 hours before, end 4 hours after. |
| 2. | Nurse's Office and rooms for sick children - provide portable fan/HEPA filter unit * |
| 3. | Install Magnehelic Filter Differential Pressure Gauges on all central units: AHUS, RTUS, etc. |
| 4. | Portable fan/HEPA filter units for 1,000 SF capacity range in cost from <\$1,000 (residential grade) to \$8,000 |

| Legend: | Mandatory | Mandatory requirement per NYS ED Reopening Guidance |
|-----------------|-------------|---|
| | Recommended | Encouraged per NYS ED Reopening Guidance |
| Responsibility: | Suggested | Consideration per NYS ED Reopening Guidance |
| | Text | Action Item |
| Responsibility: | S | Work to be performed by school maintenance staff |
| | M | Work may require school to hire a mechanical contractor |
| | C | Work may require school to hire a controls contractor |
| | B | Work requires school to hire a balancer |
| | A/E | Architectural / Engineering Support Required |

| Room Number | Room Name/Type | System Type | Manufacturer | Existing Systems | | Recommended - Increase Ventilation | | | | | Suggested - Increase Filtration Efficiency | | |
|---------------|--|-----------------------------------|-----------------|------------------|-------------------|------------------------------------|-----------------------|---------------------|-----------------|------------------|--|-------------|------|
| | | | | Ventilation | With Modification | Current Method/System | Feasibility | Modifications | Existing Filter | Highest Feasible | Modifications | | |
| NA | General Building Systems | Exhaust Fans | All | S, M (1) | | | | | | | | | |
| NA | General Building Systems | Relief Dampers | All | S (2) | | | | | | | | | |
| NA | General Building Systems | Control Dampers | All | S (2) | | | | | | | | | |
| NA | General Building Systems | Controls | All | S, C (3) | | | | | | | | | |
| S | TV Studio | Unit Vent, Wind, Unit | Magic Aire | S (4) | | Upgrades Required (C) | Meets Code | Packaged Controls | (A), (E) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| 109 | Music Lab | Fan Coil | Carrier | S (4) | | Upgrades Required (L) | Meets Code | Packaged Controls | (B), (D), (J) | A/E, C, B (B), S | (g) MERV-4 | (c) | NA |
| 202 | Guidance Suite | Fan Coil | Trane | S (4) | | Upgrades Required (L) | Meets Code | Packaged Controls | (D), (B) | A/E, C, B (B) | (h) MERV-4 | (c) | NA |
| 222 | Faculty Lounge | Unit Ventilator, Wind, Unit | Magic Aire | S (4) | | Upgrades Required (C), (M) | Meets Code | Packaged Controls | (A), (E) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| 224 | Office | Fan Coil | Unknown | S (4) | | Upgrades Required (L) | Meets Code | Packaged Controls | (B), (D) | A/E, C, B (B) | (g) | | NA |
| 230 | Office | Unit Ventilator, Wind, Unit | Magic Aire | S (4) | | Upgrades Required (C) | Meets Code | Packaged Controls | (A), (E) | A/E, B (B) | (b) MERV-3 | (c) | NA |
| 324 | Classroom | Fan Coil | Unknown | S (4) | | Upgrades Required (L) | Meets Code | Packaged Controls | (B), (D) | A/E, C, B (B) | (d) | | NA |
| 121, 320 | Office | Unit Ventilator, Wind, Unit | Magic Aire | S (4) | | Upgrades Required (C) | Meets Code | Packaged Controls | (A), (E) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| 128A | Classroom | None | NA | NA | | Upgrades Required | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| A9 | Conference Room | Ductless Split | Mitsubishi | S (4) | | Upgrades Required | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| NA | MS Faculty Lounge Interior Office | Ducted Exhaust | NA | NA | | Upgrades Required (F) | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| NA | Central Office for 150B, 150A, 150C | None | NA | NA | | Upgrades Required (C) (F) | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| NA | Coach Corner Interior Office | Ducted Exhaust | NA | NA | | Upgrades Required (F) | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| NA | Facilities Office | Ducted Exhaust, Window Unit | NA | S (4) | | Upgrades Required (F) | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| NA | Upper Library Office (2 total) | Window Unit | NA | S (4) | | Upgrades Required (D) | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| NA | Health Office | Ductless Split | Fujitsu | S (4) | | Upgrades Required (F), (K) | Meets Code | Varies | (D), (J) | A/E, C, S | NA | NA | NA |
| Varies | Classroom (8 total) | Unit Vent, Wind, Unit | Magic Aire | S (4) | | Upgrades Required (C) | Meets Code | Packaged Controls | (A), (E) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| Varies | Classroom (2 total) | Unit Vent, Wind, Unit | Magic Aire | S (4) | | Upgrades Required (C) | Meets Code | Packaged Controls | (A), (E) | A/E, B (B) | (b) MERV-3 | (c) | NA |
| Varies | Other Offices Noted on Plans | None | NA | NA | | Upgrades Required (F) | Meets Code | None | (D) | A/E, C | NA | NA | NA |
| 1 | Boys Locker Room | Ducted Exhaust | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D), (J) | A/E, C, S | NA | NA | NA |
| 3 | Girls Locker Room | Ducted Exh, Unit Ventilator | Magic Aire | S (4) | | Meets Code | Meets Code | Packaged Controls | (A), (J) | A/E, B (B), S | (a) MERV-3 | (c) | NA |
| 102 | Lecture Room | Fan Coil | Carrier | S (4) | | Meets Code | Meets Code | Packaged Controls | (B) | (B) | (g) MERV-4 | (c) | NA |
| 128 | Classroom | None | NA | NA | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| 207 | Art Room | Ducted Exh, Unit Vent, Wind, Unit | Magic Aire | S (4) | | Meets Code | Meets Code | Packaged Controls | (A) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| 261 | Interior Office | None | NA | NA | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| 330 | Computer | Ducted Exh, Unit Vent, Wind, Unit | Magic Aire | S (4) | | Meets Code | Meets Code | Packaged Controls | (A) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| 332 | Computer Room | None | NA | NA | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| 107, 111 | Music Rooms | Ducted Exhaust, Air Handler | Carrier | S (4) | | Meets Code | Meets Code | Packaged Controls | (B), (J) | (B), S | (d) MERV-8 | (e) MERV-13 | None |
| 122, 123, 201 | Classroom | Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| 164B | Office | Cabinet Unit Htr, Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| 251A, Varies | Conference Room | Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| 297, 203 | Classroom | Ducted Exhaust, Wind, Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| A10 | Spec. Ed. Office | Ductless Split | Mitsubishi | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| A3 | Copy Room Office | Ductless Split, Exh., Wind, Unit | Fujitsu | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| A4 | Business Offices (2) | Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| A6 | Central Office (Main) | Ducted Exhaust, Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Faculty Lounge | Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Middle School Gymnasium | Air Handlers | Carrier | S (4) | | Meets Code | Meets Code | Packaged Controls | (B) | (B) | (g) MERV-8 | (e) MERV-13 | None |
| NA | Green Gym | Green Gym Fan Room | NA | S (4) | | Meets Code | Meets Code | Pneumatic Controls | (B) | (B) | (f) MERV-3 | MERV-13 | None |
| NA | Girls Locker Room | Ducted Exh, Unit Ventilator | Magic Aire | S (4) | | Meets Code | Meets Code | Packaged Controls | (A), (J) | A/E, B (B), S | (a) MERV-3 | (c) | NA |
| NA | Boys Locker Room (2) | Ducted Exh, Unit Ventilator | Clp. Magic Aire | S (4) | | Meets Code | Meets Code | Packaged Controls | (A), (J) | A/E, B (B), S | (a) MERV-3 | (c) | NA |
| NA | PHYS ED Office | Ducted Exhaust, Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Computer Room | Air Handler | Carrier | S (4) | | Meets Code | Meets Code | Packaged Controls | (B) | (B) | (g) MERV-8 | (e) MERV-13 | None |
| NA | Central Office Offices (3) | Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Principal Office Suite (Main) | Ducted Exhaust, Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Principal Office Suite (Principal) | Ducted Exhaust, Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Principal Office Suite (Assist. Principal) | None | NA | NA | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Library | None | NA | NA | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Library Office | None | NA | NA | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Middle School Auditorium | Auditorium Fan Room | NA | S (4) | | Meets Code | Meets Code | Pneumatic Controls | (B) | (B) | (i) | MERV-13 | (j) |
| Varies | Classroom (149 total) | Ducted Exh, Unit Vent, Wind, Unit | Magic Aire | S (4) | | Meets Code | Meets Code | Packaged Controls | (A) | A/E, B (B) | (a) MERV-3 | (c) | NA |
| Varies | Office (13) | Window Unit | NA | S (4) | | Meets Code | Meets Code | Operable Windows | (D) | A/E, C | NA | NA | NA |
| NA | Weight Room | Unverified | NA | S (5) | | Verify Compliance (G) | Verify Compliance (G) | Unverified (H), (I) | (D), (J) | A/E, C, S | NA | NA | NA |
| 210, 212 | Offices | Unverified | NA | S (5) | | Verify Compliance (G) | Verify Compliance (G) | Unverified (H), (I) | (D) | A/E, C | NA | NA | NA |
| 205 | Dark Room | Supply Air, Exhaust Air | NA | S (5) | | Verify Compliance (N) | Verify Compliance (N) | Pneumatic Controls | (B) | (B) | (d) | (c) | NA |
| NA | Cochran Gymnasium | Cochran Gym Fan Room | NA | S (5) | | Verify Compliance (G) | Verify Compliance (G) | Pneumatic Controls | (B) | (B) | (d) | MERV-13 | None |
| NA | Cochran Gymnasium Offices | Unverified | NA | S (5) | | Verify Compliance (G) | Verify Compliance (G) | Unverified (H) | (D), (J) | A/E, C, S | NA | NA | NA |
| NA | Cochran Gymnasium Weight Room | Unverified | NA | S (5) | | Verify Compliance (G) | Verify Compliance (G) | Unverified (I) | (D), (J) | A/E, C, S | NA | NA | NA |
| NA | High School Auditorium | Green Gym Fan Room | NA | S (5) | | Verify Compliance (G) | Verify Compliance (G) | Pneumatic Controls | (B) | (B) | (d) | MERV-13 | None |

- Responsibility Notes (x):
1. Perform PM. Replace belts. Verify existing fans operate
 2. Lubricate dampers and linkages. Verify actuators operate
 3. Verify day/night controls, fans and dampers respond accordingly
 4. Perform PM. Verify equipment is operational
 5. Room inaccessible. Confirm space have operable windows, ducted exhaust, supply air, etc. and that equipment is operable

- Ventilation Notes (y):
- A. Limited ability to adjust ventilation. Risk of freezing coils if excess fresh air
 - B. Recommend school hire balancer to perform baseline air testing
 - C. Space has no relief air path.
 - D. Provide ERV (Energy Recovery Ventilator) for required fresh air
 - E. Provide Return Fan Filter Unit
 - F. Interior office space has no operable windows or HVAC
 - G. Space was inaccessible
 - H. School maintenance to verify that space has supply air and relief air path
 - I. School maintenance to verify that space has operable windows
 - J. Provide Portable Fan/HEPA Filter Unit
 - K. Interior Health exam room served by exhaust only with no operable windows or ventilation
 - L. Unit serving space is recirculation only; space has no operable windows
 - M. Privacy room inside faculty lounge has no HVAC
 - N. School maintenance to verify that equipment serving Dark Room is operable
 - O. Space has fixed windows

- Filtration Notes (z):
- a. 9.75" x 72.25" x 1" Fiberglass Disposable Filter
 - b. 9.75" x 48.25" x 1" Fiberglass Disposable Filter
 - c. Replace and maintain current filter type
 - d. Filter was inaccessible
 - e. School maintenance to verify size
 - f. 16" x 20" x 2" Fiberglass Disposable Filter
 - g. 30" x 22" x 1" Fiberglass Disposable Filter
 - h. 24" x 24" x 1" Fiberglass Disposable Filter
 - i. Throw away filter on metal insert racks
 - j. Upgrade rack to 74" x 45" x 2" MERV-13 rack