



SDCOE Webinar Series After-Action Follow-up:

“Immediate Actions We Can Take Now”

Before identifying issues with existing infrastructure, room use, densities, activity levels, air flows, etc. - ensure daily operations are being managed according to expectations and review those expectations to ensure they are up-to-date with current requirements.

Action Oriented

- 1) Set blower fan motors to “on-continuous” beginning 2 hrs before and throughout occupancy hours to permit continuous air turnover, filtering, and dilution from outside ventilation air.
- 2) Verify outside air dampers are open and operational.
- 3) Verify filters are clean and in place.
- 4) During occupancy periods, adjust fan speeds (if possible) to increase room air refresh rate from 3 air changes per hr to 6 air changes per hr.
- 5) Restrict indoor activities to those that permit nose breathing or at most quiet mouth breathing (talking)
- 6) Move to the outdoors all activities that involve loud, fast, or deep mouth breathing (athletics, singing, breath-powered instrumentals, drama)

Process Related

- 1) Law & Regulation - gather in one place all the appropriate legal, regulatory, and recommended requirements for school air handling systems.
- 2) Plans & Policies - gather copies of all pertinent school documents related to air handling (drawings, construction documents, equipment lists, types, and instruction manuals)
- 3) Performance Tools - create/review checklists of activities/frequency required to meet the requirements.
- 4) Job Descriptions - what staff are required to meet the requirements, and are the required skills reflected in their job descriptions



- 5) Competency - are the current staff trained and skilled to perform their job descriptions.
- 6) Performance/Practice - are the staff performing the plans, using the tools, at the required times.
 - a. Service, maintenance, upkeep – PM’s and filter changes according to schedule by trained staff
 - b. Ensure trained staff is actively reviewing Test and Balance reports
- 7) Change/Improvement - determine needs to fill gaps in identified performance/requirement mismatch

Contact for more information

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