
5 Summary of practical measures for building services operation during an epidemic

1. Provide adequate ventilation of spaces with outdoor air
2. Switch ventilation on at nominal speed at least 2 hours before the building opening time and set it to lower speed 2 hours after the building usage time
3. At nights and weekends, do not switch ventilation off, but keep systems running at a lower speed
4. Open windows regularly (even in mechanically ventilated buildings)
5. Keep toilet ventilation in operation 24/7
6. Avoid open windows in toilets to maintain the right direction of ventilation
7. Instruct building occupants to flush toilets with closed lid
8. Switch air handling units with recirculation to 100% outdoor air
9. Inspect heat recovery equipment to be sure that leakages are under control
10. Adjust fan coil settings to operate so that fans are continuously on
11. Do not change heating, cooling and possible humidification setpoints
12. Carry out scheduled duct cleaning as normal (additional cleaning is not required)
13. Replace central outdoor air and extract air filters as normal, according to the maintenance schedule
14. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection
15. Introduce an IAQ sensor network that allows occupants and facility managers to monitor that ventilation is operating adequately.