

LAC+USC HEALTHCARE NETWORK FACILITIES MANAGEMENT PROCEDURE MANUAL

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Original Issue Date: 1/18/08	Policy # 408
Supersedes: 1/18/08	Effective Date: 8/18/2020

Subject: **HVAC Design, Installation and Maintenance**

Departments Consulted:

Facilities Management

Reviewed & Approved by:

Facilities Management Administration

Approved by:

Director,
Facilities Management

PURPOSE

To ensure that proper ventilation, filtration and air-changes are provided and maintained in specially designed areas to control air-borne contaminants.

POLICY

LAC+USC Healthcare Network designs, installs, and maintains ventilation equipment to provide appropriate pressure relationships, air-exchange rates, and filtration efficiencies for ventilation systems serving areas specially designed to control air-borne contaminants (such as biological agents, gases, fumes, and dust).

PROCEDURE

The air handling and filtration equipment designed to control airborne contaminants including vapors, biological agents, dust, and fumes is monitored and maintained by the Facilities Management Department. The schedule for regular inspection of filter performance monitoring equipment, air pressure sensing equipment, and air flow rate sensors are managed by the Facilities Management Staff. Biological safety cabinets are the one exception and the laboratories will coordinate with certified contractors for the maintenance of these units.

A qualified service provider is engaged to verify volume flow rates (air exchange rates, and positive or negative pressure rates) and pressure relationships as part of the commissioning of all new building projects and major space renovations. In addition, the air volume flow rates and pressure relationships are tested periodically throughout the hospital including investigation of complaints related to indoor air quality. The results of testing are used to adjust the performance of air handling systems by changing control software parameters and mechanical or electrical controls.

If system performance cannot be adjusted to meet code requirements or occupant needs, the Facilities Management staff works with appropriate Infection Control and clinical staff to develop temporary management practices. In addition, a recommendation for upgrading or replacing the equipment involved is prepared and submitted to the Director of Facilities Management for consideration by the Chief Operations Officer.

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RESPONSIBILITY

Facilities Management

PROCEDURE DOCUMENTATION

Facilities Management Procedure Manual

REFERENCES

Title 25, NFPA, OSHPD,

REVIEW-REVISION DATES

11/26/12
3/30/16
3/5/19