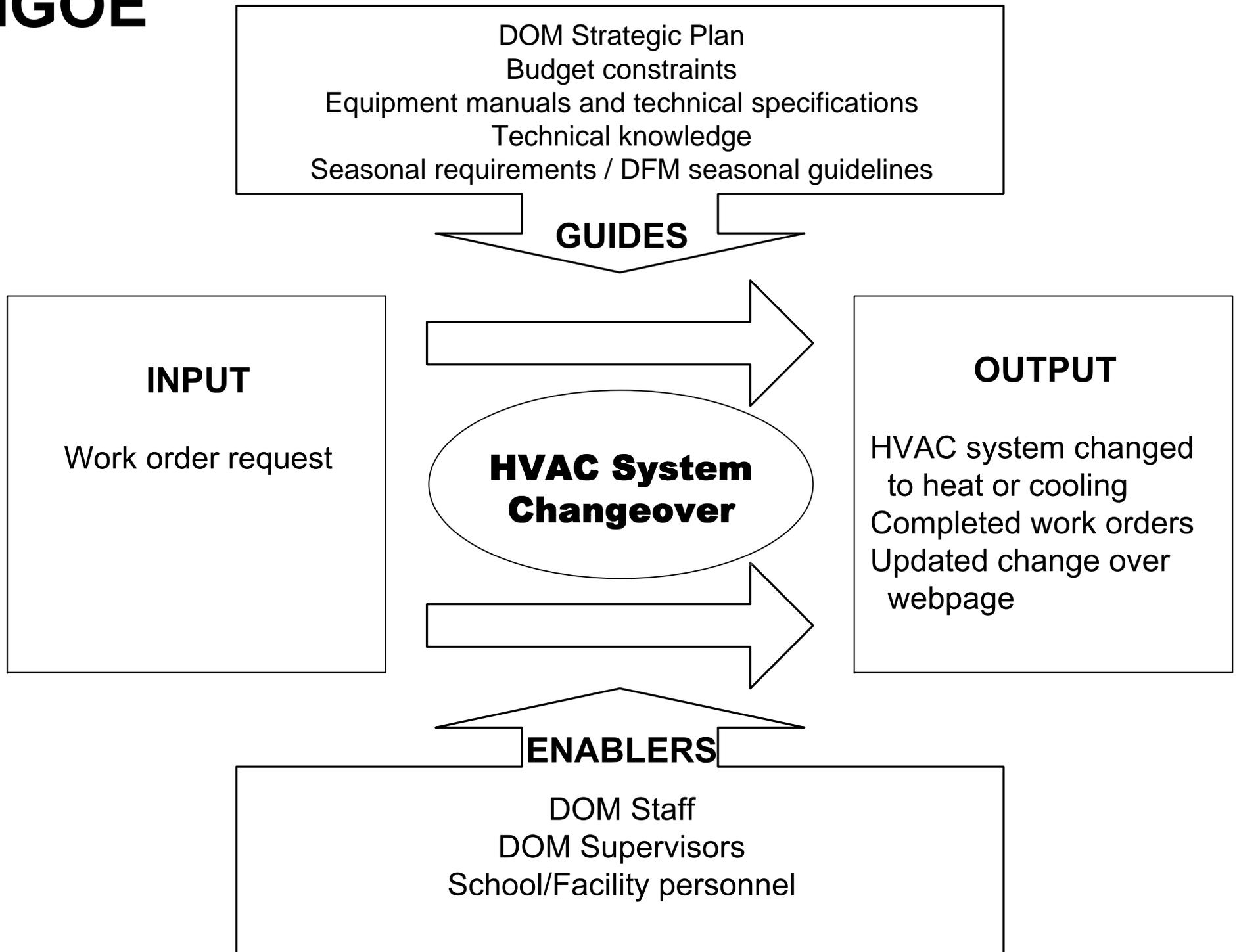


IGOE



Process for HVAC System Changeover

Updated: May 27, 2009

PURPOSE:

To describe how HVAC systems in schools and facilities are changed over from heating to cooling or cooling to heating.

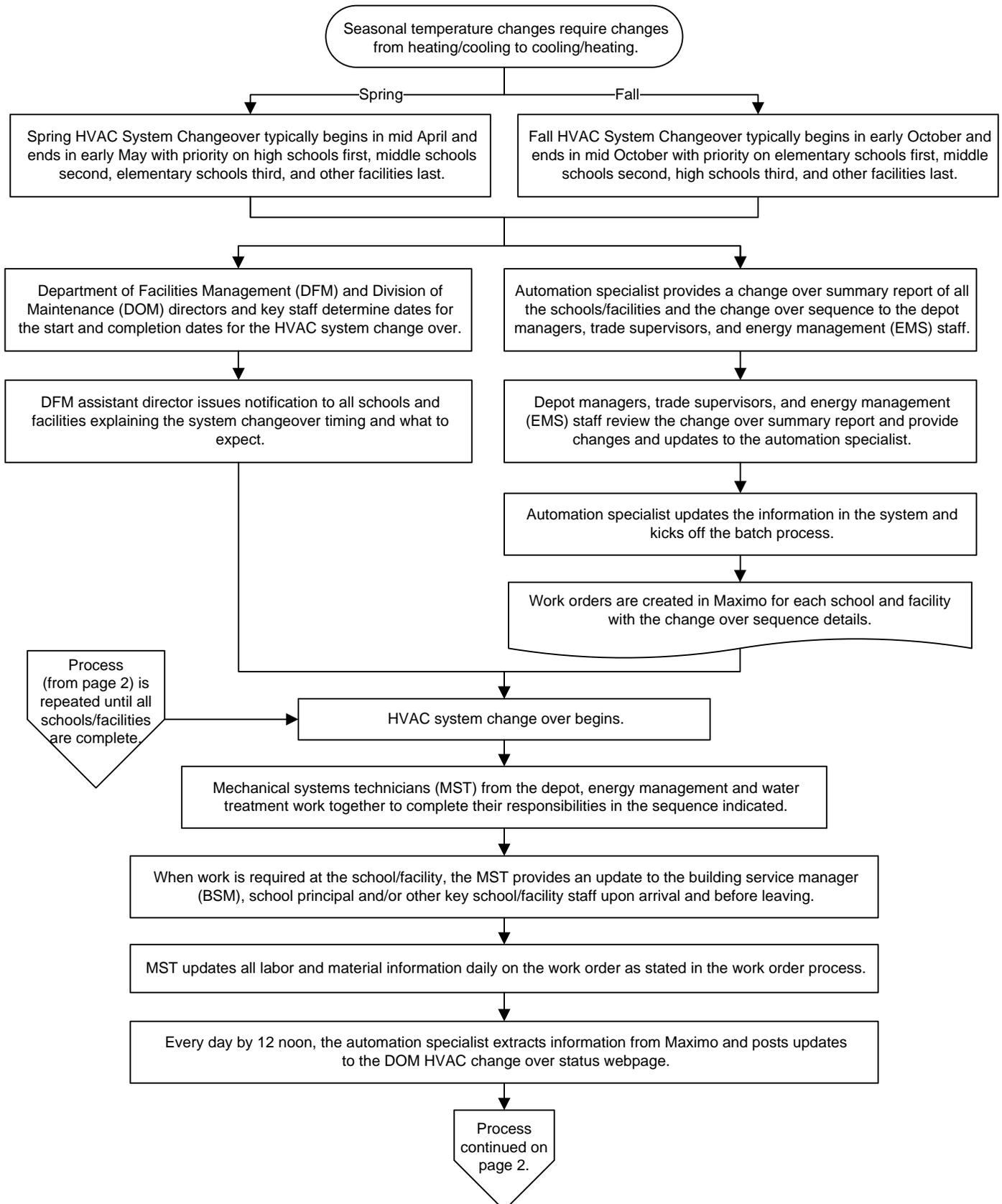
PROCESS SUMMARY:

- Typical spring change over (from heating to cooling) begins in mid April and ends in early May with priority on high schools first, middle schools second, elementary schools third, and other facilities last. Typical fall change over (from cooling to heating) begins in early October and ends in mid October with priority on elementary schools first, middle schools second, high schools third, and other facilities last.
- Department of Facilities Management (DFM) and Division of Maintenance (DOM) directors and key staff determine dates for the start and completion dates for the HVAC system change over. DFM assistant director issues notification to all schools and facilities explaining the system change over timing and what to expect.
- Division of maintenance automation specialist, depot managers, trade supervisors, and energy management (EMS) staff work together to create a detailed listing of all the schools and facilities that are to be changed over and the detailed change over sequence for each school/facility. These details are then used to create a work order in Maximo for each school/facility.
- HVAC system change over begins and mechanical systems technicians (MST) from the depot, energy management and water treatment work together to complete their responsibilities in the sequence indicated.
- When work is required at the school/facility, the MST provides an update to the building service manager (BSM), school principal and/or other key school/facility staff upon arrival and before leaving.
- MST updates all labor and material information daily on the work order as stated in the work order process. Every day by 12 noon, the automation specialist extracts information from Maximo and posts updates to the DOM HVAC change over status webpage.
- After all work is completed at a school/facility, MST or trade supervisor coordinates a start date with the energy management team. EMS turns on the new system with an MST at the school/facility, who then verifies that everything is operational and that there are no issues.
- If the system is not working or if there are other issues, the MST and/or EMS team complete an analysis and make any necessary repairs or adjustments.
- MSTs update all labor and material information on the work order as stated in the work order process. The trade supervisor reviews and closes the work order.
- The change over continues until the HVAC systems in all schools and facilities are changed over and operational.

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