

April 2012

Did you know... that providing a good Preventative Maintenance (PM) Program for the Heating Ventilation and Air Conditioning (HVAC) system is critical for providing clean and healthy air in schools? Westport follows these tips to ensure that the HVAC system in all schools is working properly.

- There are two full time HVAC mechanics that oversee the operation of the 8 schools' HVAC systems.
- The HVAC systems are inspected regularly and there is a preventive maintenance plan.
- HVAC filters are changed regularly (at least 3-4 times per year) and condensate pans are drained properly.
- Outdoor air ventilation is provided based on the types of equipment at each school.
- Air supply diffusers, return/exhaust registers and outside air intakes are kept clean.
- Unit ventilators are kept clear of books, papers and other items.

For more information, see the revised Westport HVAC Preventative Maintenance and Filter Change Procedures dated March 21, 2012 at www.westport.k12.ct.us. Go to District- Tools for Schools Procedures or to your school's TFS binder.