

FACILITIES

Operation and Maintenance of Buildings, Grounds, and Equipment

Control of Vent Fans

This regulation supersedes Regulation 8538.1.

I. PURPOSE

To specify procedures and cautions to be used with manually operated vent and exhaust fans.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

The Office of Maintenance Services has been changed to the Office of Facilities Management.

III. PROCEDURES

Cluster plant operation monitors shall follow the instructions listed below to eliminate water pipe damage resulting from low winter temperatures.

- A. Locate all control switches in the schools for the air exhaust vents in all rooms.
- B. Inform all school custodial personnel of these locations.
- C. Request that these vent fans be turned on in the mornings and off in the evenings. Vent fans in after-school activity areas may be left on until the activity is complete and then turned off.
- D. Direct the school to submit a maintenance work order for an electrician to locate fan controls if necessary.

IV. CAUTION

These fans do not bring warm air into the rooms. Any equipment used to bring heat into the rooms should not be completely turned off for the night during the winter.