Residential Whole House Ventilation Worksheet

1. One must be checked

☐ Intermittent Ventilation Integrated With a Forced-Air System M1508.5.1, M1508.5.2,
   - Outside air duct connected to return plenum within 4 feet of the air handler and equipped with motorized damper.
   - Outside air is filtered before entering forced air unit (per manufacturer’s installation instructions)
   - Manual damper (upstream of motorized damper) calibrated to minimum CFM rate and damper arm set with screw.
   - Documentation verifying minimum CFM flow rate has been field tested and calibrated is posted on air handler.
   - Ventilation control (timer) energizes only air system blower and motorized damper. (Recommend field test at final).

☐ Intermittent Ventilation Using an Exhaust Fan M1508.4.2, M1508.4.5
   - Manufacturer’s fan flow rating, according to HVI 916 or AMCA 210, complies with minimum CFM flow rate.
   - Fans located within 4 feet of interior grill have a manufacturer’s sone rating of 1 or less per HVI 915.
   - Controllable outdoor air inlet installed in each habitable room, minimum 4 square inches of net free area.
   - Doors that separate outdoor air inlets from fan are undercut a minimum of ½ inch above finished floor.

☐ Intermittent Ventilation Using a Heat Recovery Ventilation System
   - All duct work is sized and installed per the manufacturer’s instructions.
   - Manufacturer’s minimum flow rating for installed system complies with minimum CFM flow rate specified above.
   - Minimum MERV 6 filter installed upstream of the heat exchanger both the intake and exhaust airstreams.

Minimum CFM Flow Rates for Intermittently Operating Ventilation * ASHRAE 62-2-2010, Sec. 4.1 and 4.5.
* Fan Cycle Time equals 4-hours or less. (Fan Cycle Time: the total time for one on cycle and one off cycle)
Example: Eight-3 hour fan cycles; 1 hour ventilation on, 2 hours ventilation off.

<table>
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</table>
2. All must be done by final inspection

Operation Instructions  M 1508.1.1
☐ Whole house ventilation system operation description (for homeowner) posted at timer.

Ventilation Controls  M 1508.4.3, M 1508.5.2, M 1508.7.2
☐ 24-hour clock timer capable of continuous operation, manual and automatic control.
☐ Timer located in readily accessible location.
☐ Timer set to operate ventilation system at least 8 hours a day.
☐ Permanent label on timer that reads “Whole House Ventilation (see operating instructions)”

Outdoor Air Inlets  M 1508.4.5, M 1508.5.4, M 1508.7.4
☐ Inlet screened and located a minimum of 10 feet from or 3 feet below appliance or plumbing vent outlets.
☐ Located to prohibit objectionable odors, fumes or flammable vapors from entering inlet.

For Questions Contact LG Nelson, Building Official
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