



NEW FAIRFIELD PUBLIC SCHOOLS

Buildings and Grounds

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SUMMARY OF HVAC MANAGEMENT PLAN

Summary of our HVAC and Indoor Air Quality Management Plan

Maintenance and operation of the school district's heating, ventilating and air conditioning systems is managed by the Director of Buildings and Grounds, Phil Ross.

The system maintenance is performed by in-house staff: HVAC technician, electrician and plumber. These in-house tradesmen are supported by outside contractors at times of need.

The systems range in age from brand new, new High School and CELA addition to almost thirty-year-old Middle School. The new High School and CELA addition systems provide heating, ventilation and air conditioning. The original Meeting House Hill and Middle School systems provide heating and ventilation only except in areas where split ductless air conditioning has been installed.

Routine system maintenance is performed a minimum of three times per year. During these times, equipment is inspected, filters are cleaned and/or replaced and the equipment is checked to be sure of proper operation. Paying close attention to outside air damper operation as well as heating valve operations.

On a daily basis, the Building Management System is utilized to make wholesale observations of the entire system at all schools. The BMS provides many data points that we use as a first response to an indoor air quality concern. From the BMS, we can see what percentage an outside air damper is open, heating valve position and variable frequency drive positions.

Indoor air quality concerns are treated quickly and professionally, in most cases, that day or shortly after. If outside support is required, we have mechanical contractors as well as industrial hygienists who will respond very quickly to our concerns.

We understand that the proper operation and maintenance to our HVAC systems is critical for the health and welfare of our students and staff. Also, we strive to perform maintenance in a way that guarantees our systems will continue to operate as designed way past the system's life expectancy.

For the 2023-24 school year, we will be hiring a firm to perform a commissioning study on the near thirty-year-old Middle School system.

This information will be important to have as we continue to care for and maintain this building.