



# ASHRAE STANDARD

## Ventilation for Acceptable Indoor Air Quality

This addendum was approved by the ASHRAE Standards Committee on January 24, 2009; by the ASHRAE Board of Directors on January 28, 2009; and by the American National Standards Institute on January 29, 2009.

This standard is under continuous maintenance by a Standing Standard Project Committee (SSPC) for which the Standards Committee has established a documented program for regular publication of addenda or revisions, including procedures for timely, documented, consensus action on requests for change to any part of the standard. The change submittal form, instructions, and deadlines may be obtained in electronic form from the ASHRAE Web site, <http://www.ashrae.org>, or in paper form from the Manager of Standards. The latest edition of an ASHRAE Standard may be purchased from ASHRAE Customer Service, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305. E-mail: [orders@ashrae.org](mailto:orders@ashrae.org). Fax: 404-321-5478. Telephone: 404-636-8400 (world-wide), or toll free 1-800-527-4723 (for orders in US and Canada).

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ASHRAE obtains consensus through participation of its national and international members, associated societies, and public review.

ASHRAE Standards are prepared by a Project Committee appointed specifically for the purpose of writing the Standard. The Project Committee Chair and Vice-Chair must be members of ASHRAE; while other committee members may or may not be ASHRAE members, all must be technically qualified in the subject area of the Standard. Every effort is made to balance the concerned interests on all Project Committees.

The Assistant Director of Technology for Standards and Special Projects of ASHRAE should be contacted for:

- a. interpretation of the contents of this Standard,
- b. participation in the next review of the Standard,
- c. offering constructive criticism for improving the Standard, or
- d. permission to reprint portions of the Standard.

**DISCLAIMER**

ASHRAE uses its best efforts to promulgate Standards and Guidelines for the benefit of the public in light of available information and accepted industry practices. However, ASHRAE does not guarantee, certify, or assure the safety or performance of any products, components, or systems tested, installed, or operated in accordance with ASHRAE's Standards or Guidelines or that any tests conducted under its Standards or Guidelines will be nonhazardous or free from risk.

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ASHRAE Standards and Guidelines are established to assist industry and the public by offering a uniform method of testing for rating purposes, by suggesting safe practices in designing and installing equipment, by providing proper definitions of this equipment, and by providing other information that may serve to guide the industry. The creation of ASHRAE Standards and Guidelines is determined by the need for them, and conformance to them is completely voluntary.

In referring to this Standard or Guideline and in marking of equipment and in advertising, no claim shall be made, either stated or implied, that the product has been approved by ASHRAE.

(This foreword is not part of this standard. It is merely informative and does not contain requirements necessary for conformance to the standard. It has not been processed according to the ANSI requirements for a standard and may contain material that has not been subject to public review or a consensus process. Unresolved objectors on informative material are not offered the right to appeal at ASHRAE or ANSI.)

## FOREWORD

*This addendum clarifies when, at a minimum, the ventilation systems shall be operated.*

**Note:** In this addendum, changes to the current standard are indicated in the text by underlining (for additions) and ~~striking through~~ (for deletions) unless the instructions specifically mention some other means of indicating the changes.

### Addendum j to 62.1-2007

*Delete existing Section 8.1.2 and renumber existing 8.1.3 accordingly:*

~~**8.1.2 Operations and Maintenance.** The ventilation system shall be operated and maintained at a minimum in accordance with the provisions of this standard.~~

*Revise Section 8.2 as follows:*

**8.2 Operations and Maintenance Manual.** An Operations and Maintenance (O&M) Manual, either written or electronic, shall be developed and maintained on site or in a centrally accessible location for the working life of the applicable ventilation system equipment or components. This manual shall be updated as necessary. The manual shall include, ~~at a minimum,~~ the O&M procedures, ventilation system operating schedules and any changes made thereto, final design drawings, ~~O&M maintenance~~ schedules and any changes made thereto, and the maintenance requirements and frequencies detailed in Section 8.4.

*Revise Section 8.3 as follows:*

**8.3 Ventilation System Operation.** Mechanical and natural ventilation systems shall be operated in a manner consistent with the O&M Manual. Systems shall be operated such that spaces are ventilated when they are expected to be occupied.

**POLICY STATEMENT DEFINING ASHRAE'S CONCERN  
FOR THE ENVIRONMENTAL IMPACT OF ITS ACTIVITIES**

ASHRAE is concerned with the impact of its members' activities on both the indoor and outdoor environment. ASHRAE's members will strive to minimize any possible deleterious effect on the indoor and outdoor environment of the systems and components in their responsibility while maximizing the beneficial effects these systems provide, consistent with accepted standards and the practical state of the art.

ASHRAE's short-range goal is to ensure that the systems and components within its scope do not impact the indoor and outdoor environment to a greater extent than specified by the standards and guidelines as established by itself and other responsible bodies.

As an ongoing goal, ASHRAE will, through its Standards Committee and extensive technical committee structure, continue to generate up-to-date standards and guidelines where appropriate and adopt, recommend, and promote those new and revised standards developed by other responsible organizations.

Through its *Handbook*, appropriate chapters will contain up-to-date standards and design considerations as the material is systematically revised.

ASHRAE will take the lead with respect to dissemination of environmental information of its primary interest and will seek out and disseminate information from other responsible organizations that is pertinent, as guides to updating standards and guidelines.

The effects of the design and selection of equipment and systems will be considered within the scope of the system's intended use and expected misuse. The disposal of hazardous materials, if any, will also be considered.

ASHRAE's primary concern for environmental impact will be at the site where equipment within ASHRAE's scope operates. However, energy source selection and the possible environmental impact due to the energy source and energy transportation will be considered where possible. Recommendations concerning energy source selection should be made by its members.