



School Facility Shut-Down Tab Measurement & Documentation

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During a building shut-down, TAB Measurement and Documentation is key to ensuring that the building HVAC systems are performing as designed and/or required for restart and energy efficient operation.

Topics will include:

- TAB documentation usage as a resource for detailed system information for current and future operations
- Guidance for owners and operators in maintaining and operating the building for future efficiency.



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During a shut-down, it is important to know the **building resource scenario** use:

- Will it be minimally occupied for teachers, admin staff & maintenance?
- Will it be very minimally occupied for admin and maintenance only?
- Will it be vacant with zero occupants – “work from home”?

- Each scenario has a specific use relative to **HVAC Operating Status**

- **School Facility Climate Zones** are key factors in determining which systems get specific temperature setbacks and operating parameters

- **Prevention of mold and mildew** need to be important considerations during shut-downs.



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- School facilities have many **different types of HVAC systems** thru-out the country. IE: VAV, Geothermal, VRF, Energy Recovery, Multizone, etc.
- Each type of system needs to have a **pre-determined procedure** for turn-down or shut-down, relative to the school district requirements
- **Measurement and documentation** to each of these types of system is important to the current and future operations.
- **Example:** while measurement and verification are being performed during a shut-down scenario and discoveries are made as to outside air damper functions/operations, these action items/deficiencies can be related to the maintenance team for corrective action for improved energy performance



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- While full tab is not required, a **run thru of the systems sequence** is recommended to document the status and functionality. This should provide that during building HVAC restart when the questions arise like, “well, it worked before.” Hopefully the measurements and documentation will assist in a corrective action.
- AABC recommends only **measurement and documentation of critical main setpoint of HVAC operation** are needed, although it is important to provide as much detailed documentation as time allows – as information is key!!!
- Developing a **customized checklist** specific to the building systems and application is a must in making sure nothing is overlooked so that when the situation arises to implement a shut-down, you are as ready as possible.



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