

March 30, 2021 Facilities HVAC Assessment Progress Summary DRAFT

The overall facilities HVAC assessment preparations are moving rapidly. This summary includes overall progress to date against each of the recommendations/phases of work. Some of this has already been shared at the DW VPs meeting on 3/22/21, Chancellor's Cabinet meetings on 3/23/21 and 3/30/21. As work continues to move forward, this summary will be updated accordingly. This summary will be used as an update at the upcoming 4/6/21 expanded Chancellor's Cabinet meeting.

Recommendation #1 – Plan development for the HVAC Assessments

March/April

- Contracted with two professional teams this past week.
 - Taylor Engineering (TE) <https://tayloengineers.com/>
 - TRC <https://www.trccompanies.com/>
- Data Collection process to plan and organize the field auditing/testing to be as efficient, accurate and productive as possible.
 - 108 buildings, 2,812 rooms and 1.7 million square foot of space across 6 sites.
 - Teams are taking appropriate time and effort to compile all the data to ensure accuracy; work plan is now in place for field work execution to determine if there are any deficiencies.
 - Importance of “Prioritized” list of buildings/rooms: coordination with College VPs is ongoing
 - TE team will develop an HVAC Assessment Plan for consistency and efficiency following public health guidelines

Recommendation #2 - Perform field assessments

April/May

- TRC will concurrently begin the field assessment; where needed system testing using TE's HVAC Assessment Plan and our guiding principles to test each individual system.
- This is needed so we can determine viable options/changes that may need to be made to the systems to help us achieve public health guidelines for air ventilation and filtration.
- Kickoff meeting with all three college VPAS and their representatives was completed last week; follow up meetings with CCC and DVC on schedule for completion this week. LMC completed last week.
- Assessment teams are anticipated to be on sites starting next week.

Recommendation #3 –Review Assessment Outcomes & Determine the Best Use of Spaces

April/May for prioritized bldgs.

- **End of April/early May:** TRC and TE teams will prepare and present findings and recommended modifications on the prioritized buildings/spaces.
- Open dialogue with the VPs on the assessment outcomes, working sessions to reconcile intended use and any space HVAC modifications.
- Plan for an educational presentation and a time for Q&A with various groups. Currently this is being coordinated with the colleges as there is a desire to utilize existing college community meetings. Specific dates will be shared as soon as they are calendared.
- **June:** continue field assessment work on the non-prioritized buildings and other support spaces.

Recommendation #4: Implement Recommended Mitigation Measures

June-August

- This in some instances may require a combination of recommissioning of HVAC systems, updates to control sequences and some component replacements (filters, pieces and parts).
- Procurement thresholds will need to be taken into consideration and coordinated with Purchasing and College CBOs

Recommendation #5: Optimize Source Control & Education

March-December

- Continue to educate and share the progress with various stakeholder groups; include professional articles and/or webinars as a way of creating a common understanding as to the work and requirements (ex: our consultant teams will be present to answer questions during the assessments review; see more details in Recommendation #3)
- Continue to CDC and OSHA public health guidance, educate on importance of masks (proper fit, materials, etc.), hand washing and physical distancing (Operations Plan updates by Risk Management)

Recommendation #6: Active External and Internal Progress Communication

March-December

- Clear and consistent website updates on:
 - Key CDC updates, District communications, posting of an active dashboard/checklist to communicate our updates; Q&A section

Questions that we have focused on that highlight information relative to the priority buildings:

- What classrooms on the prioritized list have to operate in those classrooms because of hard to move specialty learning equipment/tools?
- Does this list include faculty/staff prioritized spaces as well, to support these classrooms?
- Can you think about other ways you can operate, if say something in your classroom requires something above and beyond the normal type of work for bringing spaces up to the recommended guidelines? (e.g. shifting spaces/classrooms)

Relevant Sources:

[CDC Guidance for Colleges-Universities](#) updated Dec 2020

[ASHRAE Building Readiness Guide](#) 2020

[Risk Reduction Strategies for Reopening Schools \(Harvard TH Chan\)](#) updated Nov 2020, Healthy Buildings

[Taylor Engineering Covid-19 White Paper](#) updated Oct 2020

[Cal-OSHA Emergency Standards](#) updated Dec 2020

<https://www.dir.ca.gov/dosh/coronavirus/Guidance-by-Industry.html> Cal-OSHA December 2020 updates to Higher Education