


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-14</b>
<b>Subject:</b>	<b>Maintaining Air Handling Equipment Servicing In-Patient Areas</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

Essential air handling, servicing in-patient ventilation controlled areas, will be identified and will be provided with priority emergency service in the event of a malfunction or failure.

**Purpose**

To provide guidelines for action in the event of air interruption of the normal operation of a piece of air handling equipment, which is designed to provide a controlled environment for proper patient care.

**Procedure**

- The following list shows the air handler location and the areas served:

**UNIVERSITY MEDICAL CENTER**

<b>Air Handler</b>	<b>Location</b>	<b>Areas of Service</b>
Air Handler # 1	Ground Floor	Ground Floor Dietary Dept., 1st Floor Food Serving Area, Dining Room
Air Handler # 2	3rd Floor Mechanical Room	Radiology Dept., 3rd Floor MCCU (3200 area), Neurodiagnostic Lab, Acute Hemodialysis
Air Handler # 3	3rd Floor Mechanical Room	Ground Floor Pathology Laboratories, Central Service, Housekeeping Dept., Sterile Processing
Air Handler # 4	3rd Floor Mechanical Room	2nd Floor Surgical ICU, Nursing Administration, Surgery Operating Rooms, Respiratory Care
Air Handler # 5	7th Floor Mechanical Room	Ground Floor Northeast Section Pathology Offices, 1st and 2nd Floors A-Wing Clinic Areas, 3rd, 4th, 5th, & 6th Floors A-Wing Patient Rooms
Air Handler # 6	7th Floor Mechanical Room	Ground Floor North Pathology Offices, 1st & 2nd Floors B-Wing Clinic Areas, 3rd Floor PCU, 3rd, 4th, 5th and 7th Floors B-Wing Patient Rooms
Air Handler # 7	7th Floor Mechanical Room	Ground Floor Medical Records, Pharmacy, 1st and 2 Floors Public/Service Lobbies, C-Wing Clinic Areas, 3rd Floor ICCU, 3rd, 4th, 5th, & 6th Floors C-Wing Patient Rooms
Air Handler # 8	7th Floor Mechanical Room	Ground Floor Physical Therapy, Audiology, Locker Room 1 & 2, Floors "D" Lobbies, Pain Clinic, D-Wing Patient Care Areas

Air Handler # 10	2 <sup>nd</sup> Floor ceiling room 2195	Anesthesiology 2 <sup>nd</sup> floor, Gift shop & Radiology offices
Air Handler #11	Basement 0217	ER
Air Handler #12	3 <sup>rd</sup> Floor 3190	3 <sup>rd</sup> floor waiting room

**DOWLING HALL**

Air Handler	Areas of Service
Air Handler # 1	Ground Floor Accounting Dept., Materials Management Dept., Information Systems, Personnel Dept., Payroll Dept., Associated Physicians' Offices, Conference Rooms, Administrative Offices, Hospital Administration Offices and Rehabilitation Medicine.
Air Handler # 2	Ground Floor Hospital Maintenance Offices and Shop, Receiving Office and Mail Room.
Air Handler # 4	Isaac Center
Air Handler # 5	2nd Floor Volunteer Service, Neurosurgery Dept., School of Allied Health Offices, Nursing Resources, Social Work Service, Dentistry Dept., Radiation Therapy Offices, Conference Rooms and Class Rooms 2116A and 2116B
Air Handler # 6	2nd Floor Surgery Dept., Otolaryngology Dept., Orthopedic Surgery Dept., Conference Rooms and Class Rooms 2115A and 2115B
Air Handlers # 7 and # 8	3rd Floor Morse Physical Health Research Center

**DOWLING HALL  
MED MALL**

Air Handler	Areas of Service
Air Handler # 1	All Offices
Air Handler # 2	Waiting Area, center walkway

**DOWLING HALL  
ORTHO**

Air Handler	Areas of Service
Air Handler # 1	All of Ortho

**KOBACKER CENTER**

Air Handler	Areas of Service
Sector A	
Fan Coil Units #1-#5	Patient Rooms
Fan Coil Units #6, #7 and #8	Center Core Nurses Station
Fan Coil Unit # 9	Adolescent Dining Room

Fan Coil Unit # 10	Time Out Rooms, Nurses Offices, Family Room Lounge, and Locker Rooms
Fan Coil Unit # 11	Child Dining Room
Fan Coil Unit # 12	Waiting Area
Fan Coil Unit # 13	Kitchen Area

### KOBACKER CENTER

Air Handler	Areas of Service
Sector B	
Univent # 10 through # 15	Administration and Out-Patient Areas
Univent # 10	Rooms 1202, 1203, 1205, 1207, 1209, and 1211
Univent # 11	Rooms 1217, 1219, 1221, 1223 and 1225
Univent # 12	Rooms 1206, 1224, and 1226
Univent # 13	Rooms 1208, 1210, 1219 and 1220
Univent # 14	Rooms 1212, 1212A, 1212B, and 1212C
Univent # 15	Room 1227

Air Handler	Areas of Service
Sector C	
Univents #1-#9	School Program
Univent # 1	Rooms 1311 and 1313 Class Rooms
Univent # 2	Rooms 1306 and 1308 Class Rooms
Univent # 3	Rooms 1321 and 1324 Class Rooms
Univent # 4	Rooms 1318 and 1319 Class Rooms
Univent # 5	Rooms 1315, 1316 and 1317 Occupation Therapy and TV Room
Univent # 6	Rooms 1309, 1309A, 1309B and 1309C School Administration Offices
Univent # 7	Room 1301 Library and Speech
Univent # 8 and # 9	Gymnasium

### RUPPERT CENTER

Air Handler	Areas of Service
Air Handler # 1	Basement 007, 0010, 0012, 006, 0009 1 <sup>st</sup> Floor 1100's, 1600's, 1700's
Air Handler # 2	Basement 0100's, 0004, 0003, 0008's

	1 <sup>st</sup> Floor 1000's, 1300's, 1400's, 1500's
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**DANA**

Air Handler	Areas of Service
Air Handler # 1	All Rooms

1. Should any of the above equipment malfunction or fail, the repair to such equipment will be given highest priority.
2. The Maintenance Facilities Manager of the areas being serviced by the equipment will be notified as to the status of any repairs by the HVAC Supervisor.