At a minimum, daily operational readings will be taken on all air handling equipment in patient care buildings during each 24 hour period. Readings in non-patient care buildings as staffing allows.

**Purpose**

To ensure patients and occupants proper air quality.

**Procedure**

1. The Central Control Operators will take temperature readings at the d.g.p. panels or at locations designated by the Energy Management Coordinator.

2. The Central Control Operators will check and record:
   a.) Discharge air temperature.
   b.) Return air temperature.
   c.) Mixed air temperature.
   d.) Outside air temperature.
   e.) Check each VF drive on air handlers.

3. The person taking readings will upon any unusual temperature fluctuation or change from normal design discharge temperature, fill out an Engineer Problem Report and also note it in the Central Control Operator log book so that corrections can be made to maintain correct temperature off each air handler.