

H. Summary of Ventilation Units Worksheet

The following form should be completed to create a handy summary of information on the ventilation units in a building. A sample of the completed form is also included.

SUMMARY OF VENTILATION UNITS			
UNIT LOCATION	ROOMS SERVED BY UNIT	THERMOSTAT LOCATION	FILTERS (NUMBER) & SIZE

Samples:

SUMMARY OF VENTILATION UNITS

UNIT LOCATION	ROOMS SERVED BY UNIT	THERMOSTAT LOCATION	FILTERS (NUMBER) & SIZE
Attic above men's dorm	Women's and men's dorm	Large men's dorm	(1) 15" x 27" x 2"

Filter is behind return grille in large men's dorm.
 Spare filters are stored in janitor's closet.
 Access to unit is through ceiling hatch in men's dorm.

Janitor's closet in kitchen	Kitchen, meeting room, dining room, women's bathroom	Dining room	(1) 24 $\frac{1}{2}$ " x 19 $\frac{1}{2}$ " x 2"
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Filter is at unit; undo four screws to change.
 Spare filters are stored in janitor's closet.

Roof above director's office	Offices, women's dorm, small men's dorm, men's bathroom	Women's room	(1) 24 $\frac{1}{2}$ " x 19 $\frac{1}{2}$ " x 2"
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Filter is near unit on roof; ladder to get to roof is in shed.
 Spare filters are stored in janitor's closet.