

Air Conditioning & Ventilation System Start-up Checklist

Air Conditioning



Power should be applied to the outdoor units for 12 hours before the system is switched on. This is essential to warm the compressor and the refrigerant oil before the compressor begins to operate.



Check the outdoor units for any build-up of leaves or debris, cleaning the coils accordingly.



Clean indoor unit filters if they were not cleaned recently before the building was shut down.



Timing schedules on controllers should be checked. Our centralised controllers will store settings but time patterns may need to be changed due to different ways of working.



Test and flush the condensate drain system. Be mindful of water leaks from the condensate system after prolonged inactivity.



The fine temperature control delivered by a VRF system may take time to settle down when turned back on. For example the building may be highly glazed and could have been exposed to a large amount of sunlight in recent months. Also increases in air flow from the ventilation system will change how the air conditioning plant heats/cool the space.

Ventilation



The ventilation plant (Air Handling Unit or Lossnay) should be switched on and left running for a few days before people enter the building.



This time should be taken to check that any dampers are working correctly and that airflow is moving through every vent as normal. Customers may also want to run the ventilation at higher fan speeds to increase the volume of fresh air entering the building. Existing settings should be noted before fan speed changes are made. This time could also be used to clean ventilation filters if they were not cleaned recently before the building was shut down. Air purges can be achieved from the local controller on the Lossnay unit.



The demand control of the ventilation equipment should be re-evaluated for how the building will be used moving forward. In particular PIR and CO₂ control strategies of the ventilation plant should be examined. Customers may want to leave sections of the building ventilated even though those areas may not be occupied.

Useful Links

RICS: [rics.org/globalassets/rics-website/covid-19-guide---re-opening-of-commercial-buildings-vn2.pdf](https://www.rics.org/globalassets/rics-website/covid-19-guide---re-opening-of-commercial-buildings-vn2.pdf)

MEUK: les.mitsubishielectric.co.uk/the-hub/reopening-for-business

REHVA: rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf