



STATE OF NEW YORK
DEPARTMENT OF CORRECTIONAL SERVICES

STATE CAMPUS - BUILDING #2
1220 WASHINGTON AVENUE
ALBANY, N.Y. 12226-2050

LUCIEN J. LECLAIRE, JR.
ACTING COMMISSIONER

DEPUTY COMMISSIONER
ADMINISTRATIVE SERVICES

MEMORANDUM

TO: All Superintendents

FROM: David A. Williams, Director ^{DW}
Division of Facilities Planning & Development

SUBJECT: Heating and Ventilation Equipment Usage

DATE: November 13, 2006

There have been many questions recently, as to the proper operation of heating and ventilation equipment. In particular, the large smoke-purge fans found in most prototypical dormitories.

Following is a brief description of the components associated with common heating and ventilation systems and how they should be operated:

1. Large Exhaust Fans (Also called Smoke Purge Fans) - Should only be run as needed to remove heat, moisture laden air, smoke or odors. Cycling these fans on timers up to ten minutes per hour is also acceptable as long as the timers can be bypassed in the event the fans need to be used for smoke ejection. Running these fans continuously during cold weather will overcome the design capacity of the heating systems, lowering the space temperature to below an acceptable level. This will also result in significant energy losses.
2. Make-up Air Units - Run continuously (year round). Supplying tempered make-up air to Housing Units.
3. Small Exhaust Fans - Run continuously (year round). Exhausts common areas such as bathrooms, showers, TV rooms and recreation areas.
4. Fin Tube Radiation - Operates continuously (during the heating season). Hot water is circulated through fin tube radiation around the perimeter of the space. The temperature of the water circulated is reset (adjusted) automatically according to outdoor air temperature and provides the bulk of the heating to the space. Other types of heating equipment may include steam or hot water radiators, cabinet unit heaters, hanging unit heaters or air handling units.

We hope that this will aid you in the most effective and most efficient operation of your heating and ventilation systems. If you have any further questions, please call your Technical Services Representative.

Thank you.

DAW:jc
cc: Deputy Commissioner for Administration
Facilities Planning Staff