



Indoor Dining at Food Services Establishments: Air Filtration and Ventilation System Form

Food service establishments that are reopening for indoor dining must comply with New York State (NYS) guidance. This form will help guide you in complying with the air filtration and ventilation requirements for reopening. Keep this completed form on hand to show the inspector how you have met these ventilation requirements.

Business Information

- Eight-digit Record ID Number: _____
- Entity Name: _____
- Doing Business As (DBA): _____
- Business Address (entity location):

Street Address 1

Street Address 2

Borough

Zip

Facility meets **one** of the following air handling system requirements (complete section and check boxes that apply):

- Option 1:** Facility has central air system that meets minimum efficiency reporting value (MERV-13) or equivalent standards, as certified and documented by heating, ventilation and air conditioning (HVAC) technician, professional, or company, or by a NYS licensed professional building engineer. Such documentation is on site and available for inspection.
 - Name of certifying person or company: _____
 - Certification number: _____
 - What type of certification or license? (select one)
 - Certified HVAC technician, professional or company
 - American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)-certified professional
 - Certified retro-commissioning professional
 - New York licensed professional building engineer

OR

- Option 2:** Facility has central air system that has been documented by HVAC technician, professional, or company, or by a NYS licensed professional building engineer that currently installed system that it is unable to support or provide MERV-13 or equivalent standards. Such documentation is on site and available for inspection. Facility is adopting additional ventilation and air filtration mitigation protocols per Centers for Disease Control and

Prevention (CDC) and ASHRAE recommendations outlined in [the Interim COVID-19 Guidance for New York City Indoor Food Service](#).

- Name of certifying person or company: _____
- Certification number: _____
- What type of certification or license? (select one)
 - Certified HVAC technician, professional, or company
 - ASHRAE-certified professional
 - Certified retro-commissioning professional
 - New York licensed professional building engineer
- What additional ventilation and air filtration mitigation protocols has the restaurant adopted? (select at least one)
 - Performed necessary retro-commissioning of central systems, as well as testing, balancing and repairs, as needed
 - Increase ventilation rates and outdoor air ventilation to the extent possible
 - Keep systems running for longer hours, especially for several hours daily before and after occupancy
 - Disable demand-controlled ventilation, where reasonable, and maintain systems that increase fresh air supply
 - Maintain relative humidity between 40 to 60% where possible
 - Open outdoor air dampers to reduce or eliminate recirculation to the extent possible
 - Seal edges of the filter to limit bypass
 - Regularly inspect systems and filters to ensure they are properly operating, and filters are appropriately installed, serviced and within service life
 - Open windows to the extent allowable for occupant safety and comfort
 - Install appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles
 - Use portable air cleaners (such as electric high-efficiency particulate air (HEPA) units), considering units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts

OR

- Option 3:** Facility does not have central air or does not operate or control the systems. Facility is adopting additional ventilation and air filtration mitigation protocols per CDC and ASHRAE recommendations outlined in the [Interim COVID-19 Guidance for New York City Indoor Food Service](#).
 - What additional ventilation and air filtration mitigation protocols has the restaurant adopted? (select at least one)
 - Regularly inspect any room ventilation systems (for example, window units, wall units) to ensure they are properly operating, and filters are appropriately installed, serviced and within service life

- Keep any room ventilation systems running for longer hours, especially for several hours daily before and after occupancy
- Set room ventilation systems to maximize fresh air intake, set blower fans to low speed and point away from occupants to the extent possible
- Maintain relative humidity between 40 to 60% where possible
- Open windows to the extent allowable for occupant safety and comfort
- Set any ceiling fans to draw air upwards away from occupants, if applicable
- Prioritize window fans to exhaust indoor air where possible
- Avoid using fans that only recirculate air or only blow air into a room without providing for appropriate exhaust
- Install appropriately designed and deployed UVGI to deactivate airborne virus particles
- Use portable air cleaners (such as electric HEPA units), considering units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts

The NYC Health Department may change recommendations as the situation evolves.

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