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GENERAL SPECIFICATIONS FOR THE CLEANING OF COMMERCIAL HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

This General Specification describes the minimum requirements necessary for commercial HVAC system cleaning. This document must be modified to accurately account for the unique system variations within an individual building.

This document references several other NADCA Standards and Guidelines: *NADCA Standard 1992-01, Mechanical Cleaning of Non-Porous Air Conveyance System Components; Understanding Microbial Contamination in HVAC Systems, NADCA Standard 05-Requirements for the Installation of Service Openings in HVAC Systems; Introduction to HVAC System Cleaning Service.*

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See Also: Introduction to HVAC System Cleaning Services-A Guideline for Commercial Consumers



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M = MonthName(Month(Date),0) Y = Year(Date)%>
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Welcome to NADCA!

The National Air Duct Cleaners Association (NADCA), an active non-profit trade association, is dedicated to the continuous progression of the Heating Ventilation and Air Conditioning (HVAC) hygiene industry.

NADCA's Mission is to lead the domestic and international HVAC hygiene industry in standard setting, research, information dissemination and the promotion of ethical practices.

In order to ensure the continuing education of the HVAC hygiene industry, NADCA generates standards that are recognized industry-wide. In addition, NADCA's certification program and system of continuing education for HVAC hygiene professionals is increasingly receiving recognition nationwide.

NADCA's number one goal is to educate the HVAC hygiene industry, as well as the end-user, that source removal is the most effective method of HVAC cleaning.

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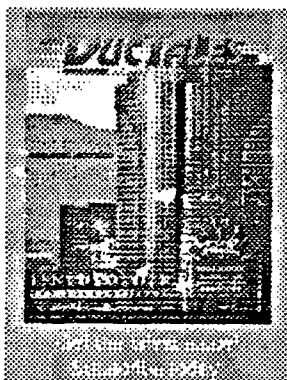
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NADCA Standards & Guidelines

- **ACR 2002 - Assessment, Cleaning and Restoration 2002** is NADCA's latest Standard. Defines acceptable cleanliness levels after cleaning. The Standard provides two methods of verifying cleaning effectiveness and specifies general requirements related to occupants health and safety, equipment, and other areas of cleaning.
- **Vacuum Test Template** - NADCA Standard 01 defines a test, the NADCA Vacuum Test, for determining cleanliness. One of the several tools needed to perform the procedure is this plastic template.
- **NADCA Standard 05-1997, Requirements for the Installation of Service Openings in HVAC Systems** - Defines procedures and methods for creating and closing access openings into HVAC systems for cleaning and inspection. (Pub# NAD-05)
- **NADCA General Specifications for the Cleaning of Commercial HVAC Systems** - This detailed "generic" specification is designed for engineers and project managers to modify to suit a specific cleaning project. (Pub# NAD-06)
- **Understanding Microbial Contamination in HVAC Systems** - Explores investigation, testing, and remedial action for microbiological pollutants in HVAC systems. (Pub# NAD-11)
- **Introduction to HVAC System Cleaning Services** - A comprehensive overview of HVAC system cleaning. Chapters include contaminants, indoor air quality, site preparation, equipment, chemicals, safety, and much more. (Pub# NAD-12)
- **Confined Spaces Assessment-Guidelines for the Occupational Safety and Health Administration's Confined Spaces Standard 29 C.F.R. § 1910.146.** (Pub #NAD-14)

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Periodicals

- **DucTales Magazine** - NADCA's bi-monthly magazine is filled with articles about HVAC cleaning, IAQ, industry news, association news, and business information for contractors. (Pub# NAD-13)
- **2000-2001 NADCA Buyer's Guide** - A complete reference source for purchasers of air duct cleaning equipment, this guide is broken down into more than 40 categories of equipment type. (Pub# NAD-10)

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An Introduction to
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IAQ in Homes
IAQ in Schools
IAQ in Large Buildings

"Should You Have the Air Ducts in Your Home Cleaned?"

Indoor Environments Division (6609J)
Office of Air and Radiation (OAR)
EPA-402-K-97-002, October 1997

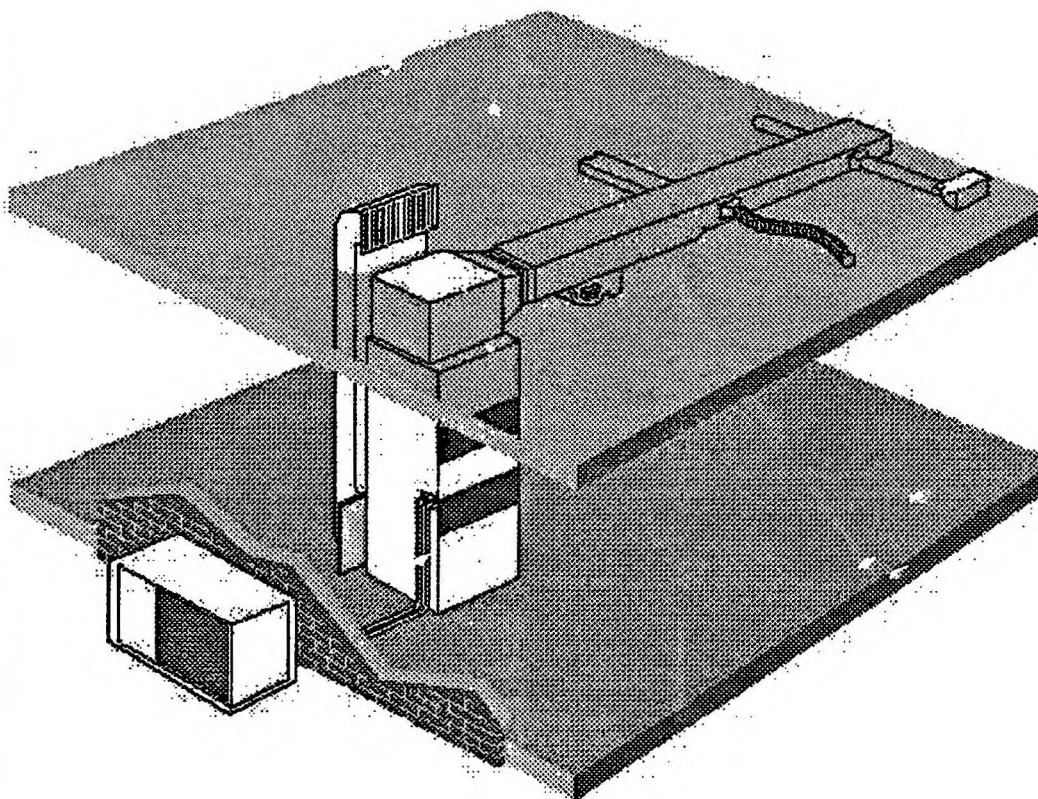


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What is Air Duct Cleaning?

Most people are now aware that indoor air pollution is an issue of growing concern and increased visibility. Many companies are marketing products and services intended to improve the quality of your indoor air. You have probably seen an advertisement, received coupon in the mail, or been approached directly by a company offering to clean your air ducts as a means of improving your home's indoor air quality. These services typically — but not always — range in cost from \$450 to \$1,000 per heating and cooling system, depending on the services offered, the size of the system to be cleaned, system accessibility, climatic region, and level of contamination.

Duct cleaning generally refers to the cleaning of various heating and cooling system components of forced air systems, including the supply and return air ducts and registers, grilles and diffusers, heat exchangers heating and cooling coils, condensate drain pans (d pans), fan motor and fan housing, and the air handling unit housing (See diagram).

If not properly installed, maintained, and operated, these components may become contaminated with particles of dust, pollen or other debris. If moisture is present, the potential for microbiological growth (e.g., mold) is increased and spores from such growth may be released into the home's living space. Some of these contaminants may cause allergic reactions or other symptoms in people if they are exposed to them. If you decide to



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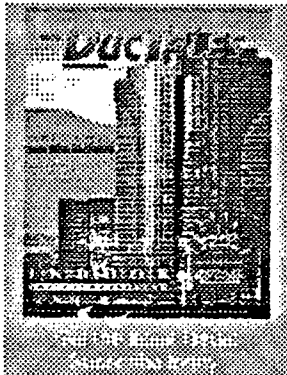
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Commercial Consumer Info

The following is the "Introduction" from: Introduction to HVAC System Cleaning Services-A Guideline for Commercial Consumers.

A building's heating, ventilation, and air conditioning (HVAC) system provides conditioned air to occupied spaces within the facility. Typically, air from within an occupied space, along with fresh air drawn from outdoors, is drawn in through ductwork to an HVAC unit, where it is conditioned. Before the air gets to the unit, it usually passes through a filter designed to protect the mechanical equipment from becoming contaminated by large particles of dust and debris. Many filters commonly used today will not prevent the introduction of small particles of dust and debris from the air stream into the system. Over time, these deposits may form sizable accumulations.

In the course of normal building operations, the humidity level within the HVAC system can vary greatly. High humidity can combine with dust and debris in the system, often resulting in the growth of microbial contamination. In an HVAC system, microbial contamination (such as mold, fungus and their spores) may cause adverse health reactions among building occupants. Condense drain pans and other system components often become heavily contaminated with fungal and bacterial slime.

In order to maintain acceptable indoor air quality (IAQ) it is commonly recommended that mold, fungi, dust and other contaminants are cleaned out of the HVAC system. Cleaning HVAC systems provides many benefits. Cleaning lessens the likelihood of indoor air pollution in the building, and may help to alleviate health and comfort complaints by occupants. Clean HVAC systems perform more efficiently, which may decrease energy costs. Well maintained mechanical components are likely to last longer, reducing the need for costly HVAC system replacement or repairs.

With growing awareness of the dangers of indoor air pollution, public concern for the cleanliness of ventilation systems has led to significant increase in demand for HVAC system cleaning services. Solving complex IAQ problems, however, often requires a team of multi-disciplined professionals, such as mechanical contractors, filtration experts, test and balance specialists, industrial hygienists, and, of course, professional HVAC system cleaning contractors.

In most cases, HVAC system cleaning alone will not solve IAQ problems. It can, however, greatly reduce the threat of indoor air pollution when performed in conjunction with a program of regular building maintenance and IAQ evaluation. The U.S. Environmental Protection Agency (EPA) has published a comprehensive guide for building owners and managers which is designed to help reduce the risk of indoor air pollution. The publication, "Building Air Quality," (provide link) provides guidelines which all owners and managers should use and implement in their facilities.

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There are several ways to clean an HVAC system. Recommended cleaning methods employ "Source Removal," the mechanical cleaning of system components to remove dirt and debris. Source removal methods employ vacuum units, compressed air, mechanical and hand brushes, and other tools to loosen dirt and debris and convey it to a containment device for proper disposal.

Source removal requires two key elements to be effective. The first element is a means of agitating the dust and debris within the HVAC system. The second element is the extraction of contaminants from the HVAC system. Removal methods must be capable of removing the foreign material to the levels specified within industry standards.

Air duct cleaning services have been available since the early 1900s. By the early 1970s, hundreds of air duct cleaning companies were thriving in America. The problem, however, was that many of these

companies were utilizing inferior methods of cleaning. Often they applied chemical encapsulants or dust abatement products over contaminants in air ducts to restrict the movement of these particles and render them "harmless" to building occupants. However, many such products were not proven safe for use in air handling systems.

In February of 1989, a group of air duct cleaning professionals banded together to help educate the public about the need for properly performed HVAC system cleaning services. They formed the National Air Duct Cleaners Association (NADCA), and made it their goal to promote Source Removal methods of HVAC system cleaning.

Today, NADCA is represented throughout the United States, and also has a substantial international membership. NADCA's involvement in programs held by the U.S. EPA, American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE), National Coalition on Indoor Air Quality (NCIAQ), and other environmentally conscious public and private sector organizations will help the association continue to be the leading authority in HVAC system cleaning.

Introduction to HVAC System Cleaning Services-A Guideline for Commercial Consumers is a comprehensive overview of HVAC system cleaning. Chapters include contaminants, indoor air quality, site preparation, equipment, chemicals, safety, and much more.

See Also: NADCA General Specifications for the Cleaning of Commercial Heating, Ventilating & Air Conditioning Systems

Online Order Form

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Consumer Brochure

Your Home Deserves



The Best of Care

Frequently Asked Questions About Air Duct Cleaning

1. Are there any health benefits that come from HVAC system cleaning?
2. Will HVAC system cleaning reduce our home energy bills?
3. How should a residential HVAC system be cleaned?
4. What kind of equipment is best for cleaning-truck mounted vacuums or portable vacuums?
5. How often should residential HVAC systems be cleaned?
6. What is the normal price range for the air duct cleaning service?
7. What criteria should I use in selecting an HVAC system cleaner?
8. Why should I choose a NADCA member to have my air ducts cleaned?
9. What are sanitizers, and why would they need to be used?
10. How long should it take to clean a typical residential HVAC system?
11. How can we determine if the HVAC system cleaning was effective?

See Also: [Post-Cleaning Consumer Check List](#)

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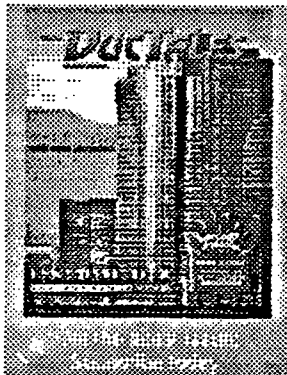
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Post Cleaning Checklist-Print This Page

The following check-list is reprinted from "Should You Have the Air Ducts in Your Home Cleaned?", a guide published by the U.S. Environmental Protection Agency.

		Yes	No
General	Did the service provider obtain access to and clean the entire heating and cooling system, including duct work and all components (drain pans, humidifiers, coils, and fans)?	☐	☐
	Has the service provider adequately demonstrated that duct work and plenums are clean? (Plenum is a space in which supply or return air is mixed or moves; can be duct, joist space, attic and crawl spaces, or wall cavity.)	☐	☐
Heating	Is the heat exchanger surface visibly clean?	☐	☐
Cooling	Are both sides of the cooling coil visibly clean?	☐	☐
Components	If you point a flashlight into the cooling coil, does light shine through the other side? (It should if the coil is clean.)	☐	☐
	Are the coil fins straight and evenly spaced (as opposed to being bent over and smashed together)?	☐	☐
	Is the coil drain pan completely clean and draining properly?	☐	☐
Access Doors and Covers	Are newly installed access doors in sheet metal ducts attached with more than just duct tape (i.e., screws, rivets, mastic)?	☐	☐
	With the system running, is air leakage through access doors or covers very slight or non-existent?	☐	☐
Plenums	Is the return air plenum free of visible dust or debris?	☐	☐
	Do filters fit properly and are they the desired efficiency as recommended by HVAC system manufacturer?	☐	☐
	Is the supply air plenum (directly downstream of the air handling unit) free of moisture stains and contaminants?	☐	☐

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Blower	Are the fan blades clean and free of oil and debris?	☐ ☐
	Is the fan compartment free of visible dust or debris?	☐ ☐
Metal Ducts	Are interior ductwork surfaces free of visible debris? (Select several sites at random in both the return and supply sides of the system.)	☐ ☐
Fiberglass	Is the fiberglass material in good condition (i.e., free of tears and abrasions; well adhered to underlying materials)?	☐ ☐
Air Vents	Have all registers, grilles, and diffusers been firmly re-attached to the walls, floors, and/or ceilings?	
	Are the registers, grilles, and diffusers visibly clean?	☐ ☐
System Operation	Does the system function properly after cleaning?	☐ ☐

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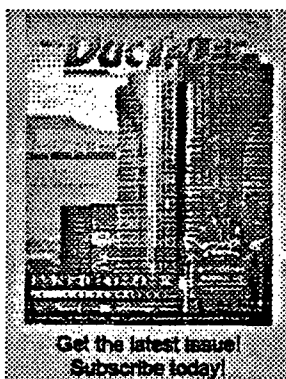
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