

Ventilation and Your Home (Instruction Sheet)

Iowa Weatherization Program

Client Name: _____ File Number: _____
Address: _____ City, Zip: _____
Phone: _____

Healthy homes require some ventilation to provide fresh air for the occupants. People feel better and work better when they breathe the right amount of fresh air. Natural ventilation happens when a window is open or when the wind blows air into a home. Mechanical ventilation can be provided by a bathroom or kitchen exhaust fan. A home may not get enough natural ventilation when cracks and holes are sealed to save energy.

_____ (enter agency name) has inspected your home and has determined that it needs mechanical ventilation to supply adequate fresh air. The recommended rate of continuous ventilation is _____ CFM (cubic feet per minute), which is based on the size and the air tightness of your home and the number of people in the household. The following system has been installed.

Fan Type: _____ (i.e. Broan, Fantech, Panasonic)
Location of Fan Installed: _____ (i.e. basement, bathroom ceiling, crawlspace)
Ventilation Operating Time: _____ MPH (minutes per hour) (# of minutes fan is set to run)
Ventilation Rate (Set Speed): _____ CFM (cubic feet per minute)
(the rate of speed in CFMs the fan is set to run – not the maximum capacity of the fan)
Your fan is set up to run: _____ (enter: continuously, intermittently, or manually)
Type of Controller Installed: _____ (i.e. Airetrak, Internal Speed Delay, Multi-Speed Switch, On/Off Switch)
Location of Controller Installed: _____ (i.e. basement ceiling, bathroom wall, wall near exhaust fan, under the cover grille of the fan)
Location of Service Switch: _____ (i.e. in attic near the access, junction box under fan grille, on wall next to controller)
Installer Name: _____ (enter business name)
Installer Phone Number: _____ (enter business phone number)

For the best results, at your present household size, keep the current fan setting. If more people move into your home, you may wish to increase the current setting. *No matter what the current fan setting, always run your bath fan for 15 to 20 minutes after a bath or shower.* A bath or shower adds a lot of moisture to the air and over time, that moisture may damage parts of your home.

Controller Operation Directions: Provided Not Provided

Maintenance: Like most equipment, ventilation fans require some upkeep. Twice a year, or as needed, check and clean the fan grille (if accessible). See manual for additional information.

Fan Warranty Information: Provided Not Provided

Controller Warranty Information: Provided Not Provided

Customer Verification

This certifies that (enter agency representative's name) has explained the ventilation system(s) installed in my home, how it operates, and how I should take care of it. I am to call the installer listed above with any questions regarding the operation of my ventilation system.

Client

Date

Agency Representative

Date