

HURRICANE

Preparedness Checklist

FOR COMMERCIAL BUILDINGS

1. Develop a hurricane plan that includes procedures for shutting down and securing HVAC equipment in the event of a hurricane.
2. Create a list of emergency contacts, including HVAC contractors and building management staff, who can help with any necessary repairs or maintenance.
3. Inspect and service your HVAC system regularly to ensure it's in good working condition before hurricane season starts.
4. Install surge protectors on HVAC equipment to minimize the risk of electrical damage during a storm.
5. Have a backup power source to maintain indoor air quality and prevent equipment damage.
6. If your building has a chiller system, turn it off before the hurricane arrives to prevent damage from power surges and flooding.
7. Remove any outdoor equipment or debris that could become projectiles in high winds, and secure loose items like vents, ducts, and access panels.
8. Make sure your building's windows, doors, and roof are sealed properly to prevent water intrusion and wind damage.
9. Turn off the gas supply to your HVAC equipment and secure the lines to prevent leaks or damage.
10. If possible, raise HVAC equipment above the potential flood level to prevent damage from water intrusion.
11. After the hurricane has passed, inspect your HVAC system carefully for any damage or debris. Only turn on the system once it has been inspected and cleared by a qualified HVAC technician.

Presented to you by:

