



Building Department, City of Westport

PO Box 505, 740 N Montesano ST
Westport, WA 98595

Residential Whole House Ventilation Worksheet

1. One must be checked

Intermittent Ventilation Integrated With a **Forced-Air System** M1508.5.1, M1508.5.2,

- Outside air duct connected to return plenum within 4 feet of the air handler and equipped with motorized damper.
- Outside air is filtered before entering forced air unit (per manufacturer's installation instructions)
- Manual damper (upstream of motorized damper) calibrated to minimum CFM rate and damper arm set with screw.
- Documentation verifying minimum CFM flow rate has been field tested and calibrated is posted on air handler.
- Ventilation control (timer) energizes only air system blower and motorized damper. (Recommend field test at final).

Intermittent Ventilation Using an **Exhaust Fan** M1508.4.2, M1508.4.5

- Manufacturer's fan flow rating, according to HVI 916 or AMCA 210, complies with minimum CFM flow rate.
- Fans located within 4 feet of interior grill have a manufacturer's sone rating of 1 or less per HVI 915.
- Controllable outdoor air inlet installed in each habitable room, minimum 4 square inches of net free area.
- Doors that separate outdoor air inlets from fan are undercut a minimum of ½ inch above finished floor.

Intermittent Ventilation Using a **Heat Recovery Ventilation System**

- All duct work is sized and installed per the manufacturer's instructions.
- Manufacturer's minimum flow rating for installed system complies with minimum CFM flow rate specified above.
- Minimum MERV 6 filter installed upstream of the heat exchanger both the intake and exhaust airstreams.

Minimum CFM Flow Rates for Intermittently Operating Ventilation * ASHRAE 62-2-2010, Sec. 4.1 and 4.5.

* Fan Cycle Time equals 4-hours or less. (Fan Cycle Time: the total time for one on cycle and one off cycle)

Example: Eight-3 hour fan cycles; 1 hour ventilation on, 2 hours ventilation off.

Floor Area sq. ft.	Bedrooms				
	2 or less	3	4	5	6
500 – 1000	98	121	144	167	189
1001 – 1500	113	136	159	182	205
1501 – 2000	129	152	174	197	220
2001 – 2500	144	167	189	212	235
2501 – 3000	159	182	205	227	250
3001 – 3500	174	197	220	242	265
3501 – 4000	189	212	235	258	280
4001 – 5000	220	242	265	288	311
5001 – 6000	250	273	295	318	341

2. All must be done by final inspection

Operation Instructions M 1508.1.1

- Whole house ventilation system operation description (for homeowner) posted at timer.

Ventilation Controls M 1508.4.3, M 1508.5.2, M 1508.7.2

- 24-hour clock timer capable of continuous operation, manual and automatic control.
- Timer located in readily accessible location.
- Timer set to operate ventilation system at least 8 hours a day.
- Permanent label on timer that reads "Whole House Ventilation (see operating instructions)"

Outdoor Air Inlets M 1508.4.5, M 1508.5.4, M 1508.7.4

- Inlet screened and located a minimum of 10 feet from or 3 feet below appliance or plumbing vent outlets.
- Located to prohibit objectionable odors, fumes or flammable vapors from entering inlet.

For Questions Contact David Spencer, Building Official
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