



預防新型冠狀病毒肺炎 - 公共場所空調通風系統運行管理指引
Prevention of novel coronavirus pneumonia –
Guidelines for Operation and Management of Central Air Conditioning
System in Public Areas

(I) Purpose

This is formulated to ensure the safety and rational use of central air conditioning system in workplaces and public areas during the novel coronavirus pneumonia epidemic, prevent the transmission of the disease due to the use of central air conditioning system, and hence providing maximum protection to the users.

(II) Operational Requirements

- 2.1 For all-air system, close the return air valve, and operate with the fresh air system instead.
- 2.2 For FCU+FA system, the following conditions should be satisfied:
 - Fresh air should be extracted directly from outdoor; air extraction from plant room, corridor, ceiling or sprung roof is prohibited;
 - Normal operation of the exhaust system should be guaranteed;
 - For larger rooms, appropriate measures should be adopted to ensure ventilation and air exchange indoor;
 - Fresh air supply system should run continuously throughout the day.
- 2.3 For FCU system without fresh air supply (e.g. split type air-conditioner), doors and windows should be opened to improve ventilation.

(III) Management Requirements

- 3.1 Fresh air inlet and its surroundings should be kept clean to make sure fresh air is not contaminated.
- 3.2 For shopping malls, office buildings and similar establishments with higher visitor flow, regardless of the functioning of the central air conditioning system, general ventilation and air exchange indoor should be ensured. In addition, every day after the



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establishments are closed, fresh air and exhaust system should keep running for another 1 hour which allows general ventilation and air exchange, and thus ensuring the indoor air is fresh.

- 3.3 For crowded establishments, ventilation volume should be increased by means of opening doors or windows; at the same time, individuals inside the establishments should wear a mask.
- 3.4 It is suggested to switch off the humidifying function of the central air conditioning system.
- 3.5 Cleaning and disinfection of the condensate drain pan and chilled water of FCU should be strengthened.
- 3.6 Regularly check the U-shaped pipes of sewers, air handling units, floor drain outlets and air conditioning condensate pipes, pour water into the pipes from time to time to prevent air leakage between different floors.
- 3.7 Regularly clean and disinfect the central air conditioning system.

Centre for Disease Prevention and Control
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