

Facilities Dehumidifier Policy

Summary of policy

To ensure proper stewardship of facilities dehumidification equipment used throughout the Dartmouth campus.

Reason for policy

This policy is intended to make sure that borrowed humidifiers are used correctly and are returned to the facilities department when indoor relative humidity is lowered to an acceptable level. Some reasons a dehumidifier may be needed are due to, but not limited to:

- Water leaks or floods
- Areas with poor ventilation
- Areas where microbial growth may be present
- Seasonally, especially in summer months

Affected parties

All occupants of buildings that have a need for dehumidification. Facilities staff managing the storing, delivery / pickup, and servicing of the equipment.

Definitions

- Dehumidifier: A device that removes excess moisture from the air
- Microbial growth: Mold and mildew, whose presence can be heavily influenced by moisture levels
- RH: Relative Humidity: A way to measure moisture in the air. Typically, 30% - 55% is recommended indoors. Higher levels can promote microbial growth. Lower levels can cause dry skin, eye irritation, nosebleeds, and lower immunity. Wood and other surfaces can also dry and crack.

Procedures

- Once it is determined that a dehumidifier is needed, a work order should be created for the grounds shop to deliver the unit to the space needed. If it is after normal business hours, the Troubleshooters will deliver the unit.
- Dehumidifiers and flood response equipment should be signed out at the McKenzie tool crib. When returned, the equipment should be signed in.
- The dehumidifier should be delivered as soon as possible to the affected area. The first 48 hours are the most critical. Once the dehumidifier is set up and running, it should operate for a minimum of 24 hours. More time may be needed for larger leaks. Tests can be performed to see the extent of the damage and moisture in walls, floors, ceilings, etc.
- Building occupants should not attempt to repair, move, or turn on/off the dehumidifiers under any circumstances. They will be moved to the most efficient locations by members of the facilities team. If there is a question or concern, contact the FCSC at 603-646-2288.

Loss or Damaged equipment

- While the department is not responsible for the cost of using the dehumidifier during an unplanned water event, if the equipment is not returned after 48 hours or, at the discretion of Facilities leadership, the department shall incur charges of \$100.00 per day for each day. If the dehumidifier is lost or damaged, the department may be responsible for the cost of the equipment in its entirety. This does not include accidental damage or general wear and tear.
- Commercial dehumidifiers are very expensive, over \$4000 each. Our units can be found here: <https://www.grainger.com/product/DRI-EAZ-Industrial-Dehumidifier-130-60YP51>. If the dehumidifier is damaged or lost through negligence, the cost of a new unit would be charged to the department through the OnBase invoicing system via a departmental chart string.
- If the department requests a dehumidifier for non-emergent restoration type work, the department is responsible for the cost of the service to deliver, set up, manage, as well as the removal of the equipment. These requests will be reviewed, and approval is based on the availability of dehumidification units.

Process for notification

The facilitator on call should communicate with the building administration as soon as possible and throughout the restoration process the status of damage, repairs, and recommendations for recovery.