

Policy Number: 2020-02  
Effective Date: 08/20/2020  
Revised Date: 08/20/2020  
Applicability: Faculty, Staff, Students and Departments

#### HEPA Purifier Request Procedures:

Facilities has purchased a limited number of HEPA (High Efficiency Particulate Air) purifiers for use in mission critical areas on campus with a high volume of close human interaction and mechanical systems that provide lower air changes and ventilation. Current areas of focus are primarily in residential spaces (bathroom and shower facilities) and the Health and Wellness Center. Any remaining units will be allocated on campus based on the following process:

1. Any request from an academic/administrative unit should be submitted through work order central to allow facilities to track and share the request internally. Work order central can be accessed [here](#)
2. Each request will be reviewed individually based on specific needs of the space as well as the capacity of existing building air system.
3. A mechanical assessment and analysis of the existing air flow and changes will be completed by the LU HVAC (Heating, Ventilation, and Air Conditioning) team as part of the review.
4. The HVAC lead or Building manager will confer with facilities leadership on each request to determine the need for the installation and availability of units.
5. Requests may be forwarded to EH&S and/or Lehigh's Occupational Health consultant (LVHN) if necessary.
6. Lehigh HVAC will install, monitor and replace filters as required.
7. Lehigh HVAC will complete a regularly scheduled review of the existing installations and remove or modify equipment as required
8. If a purifier is purchased independently and brought to campus by faculty or staff, maintenance of the purifier is the sole responsibility of the employee

Housing maintenance will follow the same guidelines for installation/maintenance and will be responsible to track/install/maintain in residential spaces. Facilities will not install any units in student rooms, but will place purifiers in bathrooms and common areas as deemed necessary.