VENTILATION VERIFICATION FOR THEATRICAL FACILITIES

I. INTRODUCTORY INFORMATION

Ventilation Verification for Actors’ Equity agreements is a physical assessment of the existing Heating, Ventilation and Air Conditioning (HVAC) infrastructure at theatrical venues, rehearsal studios and employer-provided shared housing units. The assessment does apply to outdoor productions where there are indoor facilities the stage managers and actors utilize (i.e., rehearsal rooms, dressing rooms, bathrooms, the booth). If the Producer/Theater does not own any of the above buildings, the Producer/Theater has an obligation to the agreement they signed with Actors’ Equity and should negotiate with their landlord that the venue must provide proof of adequate ventilation and filtration.

II. INFORMATION FOR THE PRODUCER/THEATER

Producers/Theaters are responsible for the following:

- Engaging a contractor who employs skilled, trained, and certified technicians and providing them with Appendix A and B of this document to perform the initial site-specific Ventilation Verification assessment.
- Engaging a design professional and providing them with Appendix A and B of this document to review design ventilation rates, review the assessment report, and make recommendations.
- Making the recommended adjustments, repairs, or replacements.
- Submitting the final HVAC Verification Report to Actors’ Equity, listing all remaining deficiencies, and a plan to correct the remaining deficiencies.
- Entering into an HVAC maintenance agreement in accordance with ASHRAE 62.1 – 2019 Section 8 Operations and Maintenance and Table 8.1 Minimum Maintenance Activity and Frequency with a vendor and provide the vendor with Appendix A and B of this document.

The assessment, adjustments, and repairs shall be performed by a skilled, trained, and certified technician. Producers/Theaters must engage technicians with certifications at Associated Air Balance Council (AABC), National Environmental Balancing Bureau (NEBB), or Testing, Adjusting, and Balancing Bureau (TABB). If there are no certified professionals in your local area, the nearest ones should be contacted to arrange for an on-site appointment as soon as possible. When the appointment is set, provide a copy of the work order to Actors’ Equity.

The following is a summary of the minimum ventilation verification requirements that apply to existing theatrical venues, rehearsal studios, and employer-provided shared housing units:

- Filtration and Ventilation meets minimum adequate requirements and


- HVAC components are functioning, and each unit is maintained to operate as designed.
- Verify air distribution and building pressure.
- HVAC operating schedule matches occupancy requirements.
- All zones shall be equipped with a functioning CO₂ monitor with required capabilities.
- Review of the Ventilation Verification Assessment by a Design Professional.
- Completion of Design Professionals recommended repairs and adjustments.
- Prepare and submit a final HVAC Verification Report to Actors’ Equity.
  - Documentation of final conditions, remaining deficiencies, and a plan to address remaining deficiencies.
  - Identifying and providing of any grandfathered and/or landmarked establishments that may hinder changes to the HVAC infrastructure.
- Establish a Preventative Maintenance List and Agreement with a vendor.
  - Minimum Maintenance Requirements are detailed in Section III – Maintenance

Systems will be assessed to determine if they meet or exceed the current recommendations of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), along with any applicable local and state agency guidance. The resulting Ventilation Verification assessment shall be reviewed by a design professional to determine deficiencies, further adjustment, or recommended repairs, upgrades, and/or replacements based on reduced assumptions. Once adjustments are complete, a final HVAC Verification Report shall be submitted to Actors’ Equity.

Actors’ Equity does not review the assessment or provide recommendations. The final HVAC Verification Report will clearly identify the design professionals’ recommendations, remaining deficiencies, and a plan to correct the remaining deficiencies. Actors’ Equity should be informed of the plans that the Producer/Theater will be making and the timeline, including copies of work orders. If the timeline will interfere with current and/or future productions, temporary mitigation as recommended by the design professionals must be in place.

Completing any replacements or adjustments to the system — such as increasing ventilation and filtration or installing new equipment — without a physical assessment by a skilled, trained, and certified professional may result in wasted funding, additional energy increases, and premature equipment failure while providing no assurance that the recommended strategies will reduce pathogen transmission and improvements to the indoor air quality were achieved.

Physical verification — and thereby adjustment and/or replacement — of an HVAC system by a skilled, trained, and certified technician will ensure accurate ventilation rates, functioning filtration, and achievement of the desired outcome with money well spent to protect the health and safety of the building occupants.

**Attachments:**

**Appendix A** – Sample Specification Section

**Appendix B** – Sample MOP’s and Forms