

## **GUIDELINES FOR PORTABLE DEHUMIDIFIER USAGE**

The Indoor Air Quality (IAQ) Unit supplies portable dehumidifiers (dehumidifier) to MCPS facilities to assist in mold prevention and humidity control. The IAQ Team will install a dehumidifier if there is a history of mold growth and humidity control problems. For short term use, the dehumidifier removable reservoir (bucket) must be emptied on a regular basis. The dehumidifier has an automatic shutoff switch that turns the dehumidifier off when the bucket is full; this function is to prevent the bucket from overflowing. A light will indicate when the bucket is full and needs to be emptied; the water can be emptied into any sink or drain.

In order for the dehumidifier to work effectively, building service staff are to ensure that:

- 1) The dehumidifier is plugged into an adequate power source.
- 2) The dehumidifier is "ON" and operating. It will take a few minutes for the unit to warm-up. If the room humidity level is below the unit set-point, then the dehumidifier will not operate. Although the dehumidifier will be in the on position, it will not be running. It will not resume operation until the humidity level is above the set-point.
- 3) The bucket is emptied on a regular basis, this is to keep it running properly and efficiently. The frequency of emptying the bucket will depend on the size of the room and the humidity level.
- 4) All doors and windows are kept closed to ensure efficiency.
- 5) The room thermostat is set to MCPS set-point of 71°F for winter months and 76°F for summer months.
- 6) The dehumidifier shall be placed at least four feet away from the thermostat, to maintain accurate room temperature.
- 7) The placement of the dehumidifier shall be at least six inches from walls or any other obstructions within the immediate area.
- 8) It is very important that the filters be checked on a weekly basis. The more dust and dirt in a room the more the filter will need to be cleaned. The dehumidifier filters are washable and can be removed and installed easily. Keeping the filters clean will allow the dehumidifier to run efficiently.

NOTE: The IAQ Team records dehumidifier locations in MAXIMO. If you move or no longer need your dehumidifier, please notify the IAQ Unit, Environmental Safety Specialist at (240) 740-2520.