Enhanced Ventilation Standards for Indoor Dining and Application Form for Increased Dining Capacity

Standards

- **If HVAC system or standalone ventilation unit in use:**
  - HVAC system fully operational and ventilates entire indoor dining area
  - At least 20% outside air circulated by HVAC system
  - Filtration MERV 11 or higher
  - At least 15 air exchanges per hour
  - Exhaust vent has minimum 6 ft clearance from tables, chairs, or other items

- **If window fans used instead of HVAC system:**
  - At least 15 air exchanges per hour

Incentive

- If restaurants demonstrate that they meet these ventilation standards, they can have indoor dining at 50% capacity. If they do not, they can have indoor dining at 25% capacity. As Covid-19 case rates change, these capacity limits may be revised.

Verification

- Certification/Attestation by HVAC maintenance company or establishment proprietor
- This documentation can be submitted to EHS by email (Health.EHS@phila.gov)
- EHS staff will review form and provide by return email provisional approval for increased capacity based on information submitted.
- During subsequent inspections, EHS staff will validate this information by checking the documentation from the HVAC maintenance company and measuring dining space size, vent sizes, and air flow.
Environmental Health Services, Office of Food Protection  
321 S University Ave., 2nd floor  
Philadelphia, PA 19104

Application for Enhanced Indoor Dining Seating Capacity

Please email this signed application to Health.EHS@phila.gov. For additional questions regarding this application, please contact the main office at 215-685-7495.

Establishment Name: __________________________________________________________
Address: ___________________________________________________________________________
Contact Person: _______________________________________________________________________
Telephone: ___________________________ Email: _________________________________
Dining space measurements in ft.: Length_______ Width_______ Height_______

To measure air flow at vents/fans, ask your HVAC contractor or use a thermal (or “hot wire”) anemometer, which can be purchased locally or online. All distance measurements should be in feet.

If HVAC system in use:

Number of vents in dining space: ______
Dimensions of vents in ft. (width x height/length): _________________________________
Percentage of outside air circulated by HVAC system when restaurant open: _________
Type of filter (Name and MERV Value): _________________________________
Air flow at vents (linear feet per minute): ______________
Name of HVAC Company: ______________________________________________________

If window fans used instead of HVAC system:

Number of fans in dining space: ______ Dimensions of fans in ft. (width x height): __________
Air flow from fans (linear feet per minute): ______________

If standalone ventilation unit used:

Number of units in dining space: ______
Dimension of vent in ft. (width x height/length): ______________
Percentage of outside air circulated by unit when restaurant open: _________________
Type of filter (Name and MERV Value): _________________________________
Air flow at vent (linear feet per minute): ______________

Air Changes per Hour (ACH): __________ [from worksheet on next page or calculator on website]

Released 2.14.21
Worksheet to Calculate Air Changes per Hour (ACH)

Use this worksheet or the calculator on the website to calculate the ACH.

**Air flow at vent/fan** in linear feet per minute _______

Dimensions of vent/fan: Width ___ ft. Height/Length____ ft. Number of vents______

Area of each vent/fan= Width x Height/Length ______ sq. ft.

Total area of vents/fans = area of each vent/fan x number of vents/fans ______sq. ft.

Total Air Flow in Cubic Feet per Minute (CFM) = Air flow at vent/fan x Total area of vents/fans ______

*if you are using more than ventilation systems, add the CFMs of each system*

Multiply Total Air Flow in CFM by 60 minutes to get **Cubic Feet per Hour (CFH)** ______

Dining room size: Length _______ ft. Width ______ ft. Ceiling Height ________ ft.

Dining room air volume = Length x Width x Ceiling Height _______ cubic ft.

Divide the CFH by Dining room air volume to calculate **Air Changes per hour (ACH)** ______

Comments:
Attestation for Self-Certification

In accordance with the Philadelphia Department of Public Health’s Enhanced Ventilation Standards for Indoor Dining dated February 5, 2021, the proprietor of the restaurant attests to one of the following: (SELECT ONE):

[ ] We have reviewed our heating, ventilation and air conditioning (HVAC) system or standalone unit. It currently meets the following standards:

• HVAC system fully operational and ventilates entire indoor dining area
• At least 20% outside air circulated by HVAC system
• Filtration MERV 11 or higher
• At least 15 air exchanges per hour
• Exhaust vent has minimum 6 ft clearance from tables, chairs or other items

[ ] Instead of an HVAC system, we are using fans that provide
• At least 15 air exchanges per hour

__________________________________________ (name of restaurant) affirms that it has attached this signed Attestation in order to reflect the requirements above, and that, by doing so, this becomes part of the application for certification to have indoor dining at 50% of capacity. We also understand that, as COVID-19 case rates change, these capacity limits and ventilation requirements may change.

Name of Proprietor: __________________________________________________________

Signature: __________________________________________________________________

Date: _______________________________________________________________________

OR

Name of HVAC Technician: _____________________________________________________

Signature: __________________________________________________________________

Date: _______________________________________________________________________

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