

## 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](mailto: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., 2<sup>nd</sup> floor  
Philadelphia, PA 19104

Application for Enhanced Indoor Dining Seating Capacity

Please email this signed application to [Health.EHS@phila.gov](mailto: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]*

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: \_\_\_\_\_