

भारतीय मानक ब्यूरो
(परियोजना प्रबंधन एवं कार्य विभाग)

हमारा सन्दर्भ : पी एम् /81/एचवैक

02 जून 2021

विषय : कोरोना महामारी के दौरान बीआईएस, मुख्यालय में सेंट्रल एसी संयंत्र चलाने के लिए पालनार्थ दिशानिर्देश

बीआईएस, मुख्यालय में सेंट्रल एसी संयंत्र चलाने के लिए सभी संबंधितों द्वारा अनुपालनार्थ दिशानिर्देश एतद् संलग्न हैं।

हस्ताक्षरित/-
ऐ. के. दास
प्रमुख (पी.एम्.डब्लू.डी)

निम्न को परिचालित :

- i) अतिरिक्त महानिदेशिका
- ii) सभी उपमहानिदेशक, विभाग प्रमुख (मुख्यालय स्थित)
- iii) निजी सचिव, महानिदेशक

आईटी सेवाएं विभाग - इंटरनेट पर होस्ट करने हेतु

BUREAU OF INDIAN STANDARDS
(Project Management and Works Department)

Ref: PM/81/HVAC

02 June 2021

Subject: Guidelines to be followed during running of Central AC Plant at BIS, Hq during the ongoing Pandemic

The guidelines for running the central AC plant at BIS, Hq are enclosed herewith for strict compliance by all the concerned.

sd/-
A. K. Das
Sc F & Head (PMWD)

Circulated to:

- ADG
- All DDGs, Heads at HQs
- PS to DG for DG's information

- Head (ITSD) with a request to upload on the Intranet.

Project Management & Works Department

Our Ref: PM/81/HVAC

02 June 2021

Subject: Guidelines to be followed during running of Central AC Plant at BIS, Hq during the ongoing Pandemic

It is circulated for information of all concerned that the permission for running the central AC plant at BIS, Hq during office hours on all weekdays, has been accorded by the Competent Authority, subject to strict adherence to certain conditions, as placed below, by all concerned:

| SI No. (1) | Parameters (2) | Requirements (3) | Actions required (4) | Responsibility (5) |
|------------|---|--|---|--|
| 1 | Maximize intake of fresh air | Doors and windows may be kept open to have maximum air change | All windows and doors to be opened at least 2 hours before the AC is started. Ensuring adequate intake of fresh air. Windows should be open along with air circulation fans in comfort air conditioning area, in order to have cross ventilation. | – Security / GSD – Respective departments – Respective departments |
| 2 | Air Sanitization | Sanitization should be very frequent by regular cleaning and sanitization of filter of AHU/ indoor units. Regular sanitization of surface area is required | Cleaning & sanitization of filter of AHU/indoor units as per guidelines. Cleaning & sanitization of surface area | – GSD and PMWD – GSD/ Security |
| 3 | Observing social distancing norms, wearing of masks, etc. | Social distancing norms, wearing of masks, avoiding direct contact of air flow, frequent surface decontamination are to be followed compulsorily | | – Respective departments / Security department / GSD |

It is pertinent to mention that despite following the above-mentioned risk mitigation measures, the risk of spreading the virus cannot be fully eliminated but can only be reduced substantially. Hence, all the respective departments, as stated at column 5 of above table, should be vigilant in following the directives to ensure safety of employees.

sd/-
A. K. Das
Sc F & Head (PMWD)