



**To: Tenant**  
**From: Housing**  
**Re: VENMAR or Heat Recovery Ventilator**

**Please review the attached correspondence regarding the HRV (VENMAR) system. As a tenant it is your responsibility that the HRV (VENMAR) is maintained properly. The purpose of the VENMAR is to eliminate extra moisture in the home. When the VENMAR is left off for long periods of time, the moisture builds up and causes mold to grow in certain areas of the home.**

**It is very important to turn on your HRV (VENMAR) and to maintain it in order to improve and prolong the air quality in the home.**

**Miigwetch,**

A handwritten signature in cursive script that reads 'Monica McGregor'.

**Monica McGregor  
Housing Manager**

**MISSISSAUGA FIRST NATION**



# CANADA MORTGAGE AND HOUSING CORPORATION

About Your House  
CE 09

## YOUR VENMAR

### Maintaining Your Heat Recovery Ventilator (HRV)

Your heat recovery ventilator (HRV) can help make your house a clean, healthy living environment, while keeping fuel bills down. But your HRV can't do all this without your help.

It only takes seven simple steps to keep your HRV happy...

#### The Seven Steps to a Happy HRV

First turn off the HRV and unplug it.

##### Step 1: Clean or Replace Air Filters

Dirty or clogged filters can lower ventilation efficiency. Try to clean your filters at least every two months. Filters in most new HRVs can be easily removed, cleaned with a vacuum cleaner, then washed with mild soap and water before being replaced. Older units have replaceable filters. If your HRV is easily accessible, this is a 5 minute job.

##### Step 2: Check Outdoor Intake and Exhaust Hoods

Remove leaves, waste paper or other obstructions that may be blocking the outside vents of your HRV. Without this vital airflow, your HRV won't function properly. During winter, clear any snow or frost buildup blocking outside vents.

##### Step 3: Inspect the Condensate Drain

Check to see if your HRV has a condensate drain, a pipe or plastic tube coming out of the bottom. If it does, slowly pour about two litres of warm, clean water in the drain inside the HRV to make sure it's flowing freely. If there's a backup, clean the drain.

##### Step 4: Clean the Heat Exchange Core

Check your HRV owner's manual for instructions on cleaning the heat exchange core. Vacuuming the core and washing it with soap and water will reduce dust which can build up inside the core.

##### Step 5: Clean Grilles and Inspect the Ductwork

Once a year, check the ductwork leading to and from your HRV. Remove and inspect the grilles covering the duct ends, then vacuum inside the ducts. If a more thorough cleaning is required, call your service technician.

##### Step 6: Service the Fans

Remove the dirt that has accumulated on the blades by gently brushing them. Most new HRVs are designed to run continuously without lubrication, but older models require a few drops of proper motor lubricating oil in a designated oil intake. Check your manual for complete instructions.

##### Step 7: Arrange for Annual Servicing

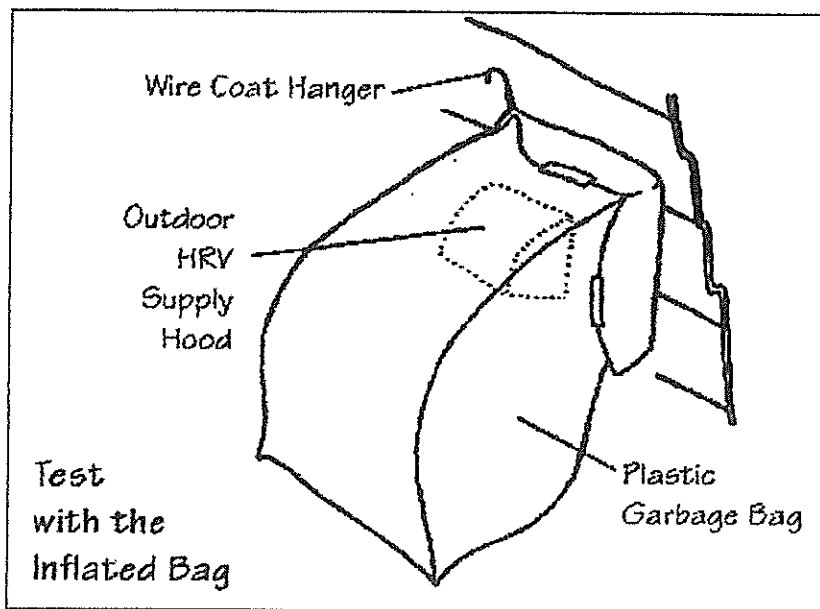
Your HRV should be checked annually by a technician accredited by the Heating, Refrigerating and Air Conditioning Institute of Canada. Make sure the technician you call has been trained by the manufacturer of your HRV.

### Checking Your HRV for Balance with the Garbage Bag Test

HRVs need to be balanced, with the fresh air flow matching the exhaust flow. If you do not know if the HRV was balanced when installed or if you have changed or added HRV ducts, you may want to check the balance with the following simple procedure. This rough test will take about 10 minutes.

Use a large plastic leaf collection bag, typically 1.2m (48 inches) long. Untwist a wire coat hanger. Tape

the wire to the mouth of the bag to keep it open. You now have a garbage bag flow tester. Go outside to where your HRV ducts exit the foundation.



**Step 1:**

Crush the bag flat and hold the opening tightly over the exhaust hood. The air flowing out of the hood will inflate the bag. Time the inflation. If the bag inflates in eight seconds or more, go to Step 2. If the bag inflates in less than eight seconds, turn the HRV to a lower speed, and repeat the test. Then go to Step 2.

**Step 2:**

Swing the bag to inflate it and hold the opening against the wall around the HRV supply hood. The air going into the HRV will now deflate the bag. Time the deflation.

If your HRV is balanced, air going into the HRV will balance the air coming out of the HRV. The inflation and deflation times should be roughly equal. If you find that the bag inflates twice as fast as it deflates, for instance, your HRV is unbalanced. If you can see no problem with the filters that would cause such an imbalance, you should call a service person to test and adjust your HRV.

**HRV Maintenance Checklist**

To start your easy maintenance program, simply disconnect the electrical power source, then open up the front panel.

Year:			Year:			Year:		
Clean filter	Clean hood screen	Other	Clean filter	Clean hood screen	Other	Clean filter	Clean hood screen	Other
Jan			Jan			Jan		
Mar			Mar			Mar		
May		<input checked="" type="checkbox"/>	May		<input checked="" type="checkbox"/>	May		<input checked="" type="checkbox"/>
July			July			July		
Sept		<input checked="" type="checkbox"/>	Sept		<input checked="" type="checkbox"/>	Sept		<input checked="" type="checkbox"/>
Nov			Nov			Nov		

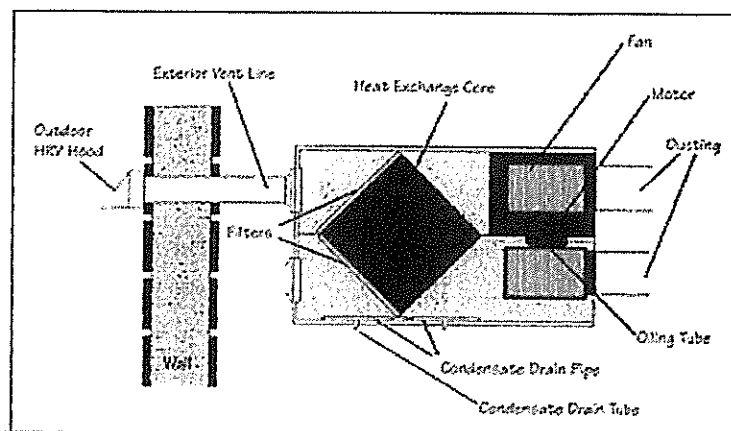
 April or May

- Turn humidistat to HIGH setting or to OFF

 September or October

- Clean core
- Check fans
- Check condensate drain
- Check grilles and ducts in house
- Reset humidistat (40%–80%)

Here's what a basic HRV looks like from the inside




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Click on image to get a larger picture

Canada Mortgage and Housing Corporation offers a wide range of housing-related information. For details, contact your local CMHC office or call 1-800-668-2642.

**Related Publications:**

[Clean Air Guide \(61082\)](#) \$ 5.95 

For more information about your HRV, Natural Resources Canada has produced a booklet entitled *Operating and Maintaining Your Heat Recovery Ventilator (HRV)*. Free copies may be obtained by calling or writing the following address:

Energy Publications  
c/o Canada Communication Group  
Ottawa, ON  
K1A 0S9  
Fax: (819)994-1498  
Toll-free: 1-800-387-2000  
In the Ottawa area, call 995-2943.

Canada Mortgage and Housing Corporation supports the Government of Canada policy on access to information for people with disabilities. If you wish to obtain this publication in alternative formats, call 1-800-668-2642.

