



# Planning & Building Safety Department

## Standard Operating Procedure (SOP)

---

**SOP For:** Heat Recovery Ventilator Balancing

---

\* Supplementary document to the City of Brandon Building Bylaw No. 6018/55/92.

**Date Created:** January 1, 2015

**Date Implemented:** February 15, 2015

### Heat Recovery Ventilator Balancing

Heat recovery Ventilators (HRV's) perform at peak efficiency when they are balanced. To ensure that all new HRV's are properly installed and balanced the installer will place a permanent marker (sticker) on the HRV so that the end-user and the Authority having Jurisdiction can be certain that the HRV is functioning properly and has been balanced.

#### 1 Heat Recovery Ventilator Balancing

##### 1.1. Application

a) This procedure applies to all houses and units of residential occupancies as covered in Part 3 and Part 9 of the Manitoba Building Code. (See Articles 1.3.3.2. and 1.3.3.3. of Division A in the Manitoba Building Code.)

##### 1.2. Balancing of Heat Recovery Ventilators

- a) Prior to the final occupancy, the Heat Recovery Ventilator shall be balanced.
- b) All HRV's shall be balanced in accordance with the manufacturer's specifications, procedures and recommendations.
- c) Upon completion of balancing the HRV unit, a permanent sticker supplied by the City of Brandon Planning & Building Safety Department shall be fixed to the HRV unit in a visible location and completely filled out by the installer.

---

Authorized by: Greg Merke, Building Safety Manager  
Planning & Building Safety Department

Company Name:

Company Address:

Installation date:

**HRV drain trap shall be full prior to balancing.  
Damper set screws shall be permanently fixed upon  
balancing HRV unit.**

EXHAUST HIGH Airflow Rate:

Inches Water Column \_\_\_\_\_ = Cubic Feet per Minute \_\_\_\_\_

SUPPLY HIGH Airflow Rate:

Inches Water Column \_\_\_\_\_ = Cubic Feet per Minute \_\_\_\_\_

Installed by:

HRAI #:

Balanced by:

HRAI #:

For Service Call: