**One Thames Valley – Apartment Ventilation Systems – User Help**

**General Ventilation System – Apartment MVHR ventilation System**

Each apartment has an MVHR ventilation system which includes a boxed fan located above the bathroom access panel.

This ventilation system pulls air in from outside and distributes this air into the apartment through supply grilles in the ceiling. At the same time this system pulls the air out of the apartment though separate extract ceiling grilles and then exhausts this air to outside.

During this process the system can recover heat from the air leaving the apartment to warm the cold air coming in from outside the apartment. (Heat recovery)

The ventilation system does not have any facility to directly cool the air, such as air conditioning.

The system can be used to maximise the cooler air from outside during the evening to bring the apartment temperature down.

This is achieved through the programme menu and can be adjusted as follows.

Step 1 – Push “**PROG**”

Step 2 – Use “**+**” and “**-**“ to set the programme number to either P1, P2, P3, P4, P5, P6, P7, P8 & P9. (For details of what each programme number means see page 13 of the operating guide.)

**We recommend in the summer using P1 Night cooling** or P2, P3 Extended night cooling. This will pull the cooler air into the apartment over the night-time period

Step 3 – Push “**SET**” to save this setting.

During the winter we would recommend using either P4 or P5 the heat recovery modes. As this will mix the warm air in your apartment with the cold air from outside, before displacing the air into the apartment.

**Humidity Control**

The humidity in the apartment will likely fluctuate between 50% to 70%. The controllers have a Humidity set point. If the Humidity in the apartment raises above this set point, then this will automatically trigger the ventilation system to go from Low fan speed to Boost fan speed.

The manufacturer recommends the Humidity set point to be 60%.

Lowering the Humidity set point will likely result in the fans being on boost speed for much longer periods of time.

Raising the Humidity set point will likely result in the fans being on low speed for much longer periods of time.

To adjust the Humidity Set Point

Step 1 – Push “**HUM**’

Step 2 – Use “**+**” and “**-**“ to set the humidity level %.

Step 3 – Push “**SET**” to save this setting.

**Filters**

The manufacturer recommends that the filters are checked and cleaned every 3 months. (This is dependent on the usage of the apartment).

On the underside of the MVHR boxed fan there are two rubber covers, these can be removed, and the filters can be pulled out.

The filters can be cleaned by hoovering and cleaning with warm soapy water. The filters must be rinsed out and left to **completely dry before re-instating to the unit**.



Filters

**Purge / BOOST Ventilation System**

Each apartment has a switch on the wall labelled “BOOST”. Generally, these switches are located near the kitchen or entrance lobby walls.

This is a manual On/Off switch and independent of the apartment MVHR ventilation system.

Switching this system on will bring on the separate purge ventilation. This system is provided to dilute / vent pollutants and vapours from the apartment.

As an example, we would recommend that this is used during or after cooking for around 10-20 minutes to clear the apartment of smells.