

BULLETIN

NO: 25-183  
DATE: October 15, 2025  
TO: All Personnel  
FROM: Ted Moran, Deputy Fire Chief, Logistics Division  
SUBJECT: HVAC Efficiency in Modern Fire Stations

In working with General Services and third-party vendors, Logistics has identified an increase in HVAC related issues at several of our newer fire stations. Many of these problems appear to be linked to doors and windows being left open for extended periods.

It is important for all Department personnel to understand how these habits can negatively affect the performance and longevity of the HVAC systems installed in our modern facilities. These systems are specifically designed to operate in a closed environment, and leaving doors or windows open can result in:

- **Reduced system efficiency** and increased energy consumption.
- **Loss of conditioned air**, making it difficult to maintain proper indoor temperature and humidity levels. This imbalance can promote moisture buildup and mold growth, particularly when humid air is drawn indoors.
- **Increased strain on HVAC components**, leading to premature wear and higher maintenance costs.

Our newer fire stations are equipped with dedicated ventilation systems that provide the necessary fresh air exchange from outside. This design eliminates the need to open doors or windows for ventilation. Stations currently operating with these systems include Fire Stations 2, 5, 12, 17, 22, 29, 31, 44, 45, 46, 47, 50, and 52.

Additionally, older stations located in coastal communities should exercise caution and limit the routine opening of doors and windows due to the higher humidity levels associated with the coastal environment.

By keeping doors and windows closed whenever possible, personnel can help ensure optimal HVAC performance, reduce maintenance needs, and preserve the comfort and integrity of our work environment. All personnel are expected to follow this guidance to help minimize future HVAC issues.

Please route any questions or concerns through your chain of command.