



Indoor Ventilation for Workplaces and Employer-Provided Housing

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Adequate ventilation in the theater, rehearsal halls and employer-provided housing (that are shared by multiple occupants or multiple units that share an HVAC system.) is a must. To be approved, ventilation systems must be inspected and confirmed that there are (or are not) recommendations for changes by a certified professional after February 2020.

The producer must take the following steps:

1. Find a certified professional. They can be found in your area at the following links:
 - Find an International Certification Board (ICB)/Testing, Adjusting and Balancing Bureau (TAB) Certified Professional – <https://www.nemionline.org/resources/find-an-icb-tab-certified-professional/>
 - Find a National Environmental Balancing Bureau (NEBB) Certified Firm/Professional/Chapters - <https://online.nebb.org/nebbssa/f?p=NEBBSSA:17800:4175906800707>
 - Find an Associated Air Balance Council (AABC) member - https://www.aabc.com/member-locator/?sort=display_name&order=asc
2. Arrange for the certified professional to review, inspect and verify that there is adequate ventilation in all spaces actors and stage managers occupy (ie. theater, backstage, dressing rooms, stage manager booth, etc.) prior to the first day of in-person work.
3. Provide a copy of the inspection report by the certified professional with the [Safety Worksheet for Fully Vaccinated Workplaces found on our website](#). Either of the following documents is acceptable:
 - a. Testing, adjusting and balancing (TAB) is a process where air and hydronic flows in a building are measured, adjusted and documented to meet design specifications and local building codes to ensure thermal comfort, indoor air quality and system energy efficiency are optimized. TAB improves energy

efficiency of HVAC system operation, and the health and well-being of occupants by ensuring required ventilation rates for indoor air quality are met.

- b. Ventilation Verification is a physical assessment of the existing Heating, Ventilation and Air Conditioning (HVAC) infrastructure. The assessment is performed by a skilled, trained and certified technician. The resulting assessment report allows design professionals to make recommendations for adjustments, repairs, upgrades or replacements with reduced assumptions. For example, a licensed mechanical engineer should review the assessment and determine if the ventilation system is adequate or requires improvement. Sample forms can be found at this link at the bottom of the page:
<https://www.nemionline.org/ventilation-verification/>

FAQs

Q: What if there are no certified professionals in my local area?

A: The nearest ones should be contacted to arrange for an on-site appointment as soon as possible. If the appointment is set for after the time of the Actors' Equity worksheet submission, provide a copy of the work order from the certified professional with the Actors' Equity worksheet.

Q: What if the producer does not own the venue?

A: Contact your landlord immediately. The producer has an obligation to the agreement they signed with Actors' Equity and should negotiate with their landlord that the venue must provide adequate ventilation and it must be confirmed by a certified professional.

Q: Does this apply to outdoor performances?

A: Yes. If the dressing rooms, bathrooms, etc. are indoors, then these spaces must be inspected and confirmed by a certified professional.

Q: If the report from the certified professional finds that a bathroom has no ventilation, do I have to do anything?

A: Yes. The certified professional must provide you with recommendations on how to achieve adequate ventilation and these must be in place before in-person work begins.

Q: If the inspection is conducted by someone who is not a member of one of the three organizations (ICB/TABB, NEBB and AABC), would this be accepted by Actors' Equity?

A: No. A certified professional must conduct the inspection and write the report.