

VENTILATION SYSTEM OVERVIEW

This template has been developed to support school districts in sharing information on ventilation systems at the school level. This includes information on how systems meet requirements for regular inspection and maintenance, and additional mitigations that have been put in place to promote student and staff safety throughout the pandemic.

School District:	83 - North Okanagan Shuswap
School Name:	Highland Park Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-12-28
	Date of next inspection: 2022-03-31
	Date and type of most recent maintenance: Filters changed, dampers cleaned and lubricated, equipment functions checked. Filters changed every 3 months or as needed
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Variable 15% – 100% fresh air supplied to the classrooms based on the CO2 levels.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): Merv 10 pleated filters and Merv 9 Balton filters are used in all equipment.
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: windows can be opened for more fresh air as needed during the day. Sourcing HEPA air purifiers based on assessment/ benefit/ need
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Direct digital controls are used to monitor CO2 levels and balance fresh air and heating temperatures.
Other Relevant Information:	Roof top units – outdoor air drawn directly into classrooms. CO2 sensors in each classroom.
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