

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:	19 - Revelstoke
School Name:	Columbia Park Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-09-29
	Date of next inspection: 2022-12-01
	Date and type of most recent maintenance: Regular filter change/ inspection
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Minimum O.A. supply 20%
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): Using MERV-13 filters throughout
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Open windows to allow for more fresh air. We recommend not as it has a negative effect on HVAC system but is not prohibited
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Schedule run time 12 hrs daily (6am- 6pm)
Other Relevant Information:	Inspect filters every two months (minimum)
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