

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:	70 - Alberni
School Name:	Maquinna Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: Summer 2021
	Date of next inspection: Fall 2021
	Date and type of most recent maintenance: Filters replaced and belts changed as required. Controls checked. Air Handling Unit (AHU) and Unit Ventilator (UV) enclosures cleaned
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Supply of outside air has been adjusted to the maximum
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV13 filtration installed in all recirculating systems (Portables Only) MERV11 filtration in all other applications
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Heating, Ventilation, and Air Conditioning Systems ("HVAC systems") that operate properly do not contribute to the spread of communicable diseases
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: HVAC system is fully automated with a user interface
Other Relevant Information:	Inspection Frequency – AHU every 3 months / UV every 6 months Filter Replacement Frequency – AHU / UV every 6 months
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