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:	40 - New Westminster
School Name:	FW Howay Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: September
	Date of next inspection: Weekly
	Date and type of most recent maintenance: Inspect for proper function of HVAC systems
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Increase minimum air damper for more fresh air and more air exchange. Extend HVAC running schedule (6am-5pm)
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV- 13
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail:
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Managed through automated control system monitored by maintenance facility staff.
Other Relevant Information:	None
District Contact for any Questions:	
	Email: maintenance@sd40.bc.ca