

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:	Columbia Sq. Education Centre
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: Click to enter a date.
	Date of next inspection: Click to enter a date.
	Date and type of most recent maintenance: This facility is leased from a property management company. The company has offered assurances that their building facility is well maintained and operating to building specs. so the school district does not have control over inspections or inspection frequency. The date of last inspection that was stated occurred in September 2021.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: The property management company has agreed to increase minimum fresh air dampers to 20%.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): All filtration systems now using MERV-13 filters with filters being changed every quarter. Air purification units placed in areas (4).
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: Property management company has agreed to increase HVAC schedule to run supply fans 24/7, increasing air exchange.
Other Relevant Information:	None.
District Contact for any Questions:	Name:
	Phone Number:

Email: maintenance@sd40.bc.ca