

# 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.

<b>School District:</b>	40 - New Westminster
<b>School Name:</b>	Herbert Spencer Elementary
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-09-14
	Date of next inspection: 2023-01-16
	Date and type of most recent maintenance: 2022-09-14 – visual inspection and filter change.
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: Programming now on Pandemic Mode for increase of outside air exchange determined by temperature for better air flow exchange and efficiency.
<b>RECOMMENDATION:</b> 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 portables.
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: No
	Detail:
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Automated control system monitored by district maintenance staff.
<b>Other Relevant Information:</b>	None.
<b>District Contact for any Questions:</b>	Name:
	Phone Number:

Email: [maintenance@sd40.bc.ca](mailto:maintenance@sd40.bc.ca)