



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:	47 – qathet (formerly Powell River)
School Name:	Henderson Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: HVAC systems are inspected on an ongoing basis throughout the year.
	Date of next inspection: The School District uses a work order system which automatically generates filter change work orders every two months, as well as responding to work requests generated by users.
	Date and type of most recent maintenance: Confirmed operation of all HVAC equipment. Changed all air filters in building.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Set outdoor air damper minimum to 50%.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): New MERV-13 filters installed throughout.
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended hours of operations a minimum 2 hours before and after building occupancy to ensure fresh air exchange.
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: No
	Detail:
Other Relevant Information:	Mechanical Consultants reviewed site in August 2023 to review current system capabilities and provide recommendations for upgrades/automation.
District Contact for any Questions:	Name: Jared Formosa – Director of Operations
	Phone Number: 604-414-2631
	Email: jared.formosa@sd47.bc.ca