



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:	Kelly Creek 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. HVAC systems are monitored daily for faults through DDC system.
	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 and system alarms within the DDC.
	Date and type of most recent maintenance: Confirmed operation of all HVAC equipment. Changed all air filters in building. Replaced hydronic piping to primary classrooms and installed new control module for AHU-2.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Decrease CO2 setpoint from 1000 PPM to 800 PPM, where possible. Set outdoor air damper minimum to 30%.
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: Yes
	Detail: DDC System in place to monitor and control.
Other Relevant Information:	DDC System is checked daily for faults, alarms, or other inconsistencies.
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