

# 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>	33 - Chilliwack
<b>School Name:</b>	Sardis Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: Quarterly
	Date of next inspection: Quarterly
	Date and type of most recent maintenance: <ul style="list-style-type: none"> <li>Physical HVAC inspections are performed during routine filter changes and scheduled maintenance throughout the year.</li> <li>Filter Changes are performed 4 times a year (Quarterly)</li> <li>Mechanical systems are monitored daily through the D.D.C. Building Management System to ensure all HVAC equipment is operating at optimum performance.</li> </ul>
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: <ul style="list-style-type: none"> <li>Maximized the amount of outdoor air supplied within the capacity of the heating systems (6 changes of outside air per hour).</li> <li>Increased run-times for ventilation through expanded HVAC operating hours.</li> <li>Mechanical Systems are set to “full occupancy mode” bringing in additional outside air throughout the day.</li> <li>Additional air exchanges in the morning before staff and students arrive.</li> </ul>

<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade):  <ul style="list-style-type: none"> <li>MERV 13</li> </ul>
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: No
	Detail: <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: <ul style="list-style-type: none"> <li>D.D.C. Building Management System used to control and monitor HVAC system and equipment.</li> <li>Additional CO2 Detectors have been installed to help with monitoring air quality levels.</li> </ul>
<b>Other Relevant Information:</b>	<ul style="list-style-type: none"> <li>Increase natural ventilation and promote air circulation by opening windows or doors where possible</li> <li>When using fans in ventilated spaces, air should be moved from high places to lower places and do not blow air directly from one person's breathing zone towards another.</li> </ul>
<b>District Contact for any Questions:</b>	Name: Chilliwack School District - Facilities Department
	Phone Number: 604-792-4327
	Email: mtce@sd33.bc.ca