

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: | 75 - Mission |
| School Name: | Edwin S. Richards Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: 2021-08-31 |
| | Date of next inspection: 2022-03-21 |
| | Date and type of most recent maintenance: Filter change, grease motors and bearings, check/replace fan belts, check damper operation. |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Minimum outside air increased to 50% during building occupation |
| RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Install Merv 13 filters in place of Merv 11. |
| 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: Maximize heat recovery where possible. Use free cooling where possible. |
| Other Relevant Information: | In the process of repairing/replacing dampers and damper actuators. Operating time 5:00am – Close (system shuts off when alarm is set) |
| District Contact for any Questions: | Name: Dana MacLean |
| | Phone Number: 604-826-7375 |
| | Email: dana.maclean@mpsd.ca |