

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:	School Board Office
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-09-08
	Date of next inspection: 2022-03-21
	Date and type of most recent maintenance: Filter change and check damper operation
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Existing Roof Top Units are not automated.
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. Air conditioning to run only when building is occupied.
Other Relevant Information:	
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