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:	05 - Southeast Kootenay
School Name:	Highlands Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-09-16
	Date of next inspection: 2024-10-16
	Date and type of most recent maintenance: We check our school's ventilation systems at least once a month and have a 3-month filter change PM. That being said we are constantly inspecting our HVAC systems when we are in the schools
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: We increased air flow to the ASHRE recommended levels.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): On the recommendation of our engineers, we have not gone to Merv 13. . Roof top units 1-17 serving each classroom we use Merv 8 filters.
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: -We have left the Air purifiers in the majority of the rooms. -Complete clean, scrub and disinfect to all ducting and air handling equipment to each school. This is to be conducted every five years.
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: We use DDC controls and have increased the air flow into the buildings.
Other Relevant Information:	The air ducts were cleaned in 2023 and are scheduled for 2028
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