

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:	72 - Campbell River
School Name:	Sayward School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-01-14
	Date of next inspection: 2022-03-17
	Date and type of most recent maintenance: January 2022 – change filters and visual inspection of all air handlers
RECOMMENDATION: Increase supply of outside air	Yes/No: No
	Detail: During school days, air supply units activate at 05:00 with the exception of Monday (04:00), the gym (07:00) and the lobby (07:00). During school days, air supply units deactivate at 20:00 with exception of Monday (21:00), the gym (18:00) and the lobby (20:00). On weekends, the gym air supply units activate between 12:00 and 12:30. The building controls can not be modified to add CO2 or occupancy sensors.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): Direction received to replace MERV-10 filters with MERV-13 as existing stock is used. 100% complete. Frequency of filter changes increased from twice per year (MERV-10) to three times per year (MERV-13). Ongoing monitoring of air flow in place. Mitigation measures available as per Ministry of Education and Public Health Guidelines. Generally, due to increased filter pressure drop, increasing filter efficiency can reduce air flow, impact occupant's thermal comfort, increase carbon dioxide [CO2] levels, etc. The professional opinion of an HVAC engineer is strongly recommended before attempting to upgrade any air filters. More efficient filters cause a higher pressure drop and will have an impact on Indoor Environmental Quality [IEQ] that may be beyond the capacity of building air handling units to compensate.

RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Engineering study required to quantify effectiveness of other technologies that might be feasible for ventilation system
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Capital project proposal submitted for replacement of boilers includes updates to air handling systems and building controls. Periodic re-commissioning of building automation control systems is best practice and mandatory when hardware/software become obsolete.
Other Relevant Information:	Duct cleaning done on a 4 year cycle. Next scheduled date is 2025. According to Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, updated August 23,2021: At the time, there is no evidence that a building's ventilation systems, in good operating condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19, however, it may reduce risk when used in addition to other preventive measures.
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