

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:	28 - Quesnel
School Name:	District Administration Office
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: August 15, 2024
	Date of next inspection: December 16, 2024
	Date and type of most recent maintenance: General summer maintenance. Filter changed.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: HVAC monitors CO2 levels and will adjust as needed.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV 8 filter - done.
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: HVAC unit does not support other treatments.
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: The energy use is controlled through the DDC (Direct Digital Control). This has software which monitors all the HVAC equipment for CO2 levels, air flows, temperature settings, power levels, schedules, etc. This can all be set and adjusted for changing needs. In the event of system failures, alarms are sent to notify HVAC staff.
Other Relevant Information:	Monitor DDC daily.
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