

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:	54 - Bulkley Valley
School Name:	Telkwa Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: Monthly
	Date of next inspection: Monthly
	Date and type of most recent maintenance: Inspect for proper functioning of filters, replacement as necessary, and operation of HVAC system at least once a month.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Fresh air intake has been increased and will be maintained from a systems approach, but will be coordinated with outside temperature and air exchange cycles to mitigate and balance a comfortable internal temperature.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-8 as per system design and specification
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Implementing stand-alone HEPA-filter stations in rooms not attached to central HVAC systems.
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Monitored & managed through DDC system operation and maintenance staff
Other Relevant Information:	None
District Contact for any Questions:	Name:
	Phone Number:
	Email: maintenance@sd54.bc.ca

