

# 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.

<b>School District:</b>	73 - KamloopsThompson
<b>School Name:</b>	Ralph Bell Elementary
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	2022-04-04 Date of last inspection:
	2025-04-28 Date of next Inspection:
	Preventative maintenance 2022-04-04, workorders as they come in Date and type of most recent maintennce:
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: 2 hour daily flush, increase supply of outside air as much as possible while maintaining thermal comfort. Portable controls do not allow for a 2 hour flush, but are set to occupied mode for longer hours to provide longer ventilation. Outside air is maximized for each portable based on the outside air duct configuration.
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade):  Merv 13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: No
	Detail:
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: 2 hour daily flush, increase supply of outside air as much as possible while maintaining thermal comfort. Portable controls do not allow for a 2 hour flush, but are set to occupied mode for longer hours to provide longer ventilation. Outside air is maximized for each portable based on the outside air duct configuration.
<b>Other Relevant Information:</b>	Frequency of filter change = 3 times per year

<b>District Contact for any Questions:</b>	Name: Melissa McGarry, Manager of Health and Safety
	Phone Number: 250-374-0679
	Email: mmcgarry@sd73.bc.ca