

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:	63 - Saanich
School Name:	Cordova Bay Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-07-11
	Date of next inspection: 2022-12-05
	Date and type of most recent maintenance: Filter change and maintenance inspection. (Greasing, belts, adjustment, barring's)
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Based on CO2 levels, with minimum 10% to max 100% outside air.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail:
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Manage through Direct Digital Control (DDC in facilities) Keep exterior doors closed to allow ventilation to operate efficiently.
Other Relevant Information:	
District Contact for any Questions:	Name: Rob Lumb / Ryan Lacasse
	Phone Number:
	Email: rlumb@saanichschools.ca / rlacasse@saanichschools.ca

