

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:	51 - Boundary
School Name:	John A. Hutton Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: January
	Date of next inspection: Monthly
	Date and type of most recent maintenance: Inspect for proper function of HVAC systems.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Maintaining economizer fresh air levels for scheduled time during occupied time. HVAC running time is 6 am – 8 pm.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): Currently using Merv 13. Filter changes will occur every 3 months or as needed.
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Currently looking into individual room purification systems
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Building Management System is in place to maximize efficiency and is monitored by facility maintenance staff.
Other Relevant Information:	Verified all filtration on air handling units, roof top units, and furnaces.
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