

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:	Helen Dixon Centre
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: July 14, 2023
	Date of next inspection: December 19, 2023
	Date and type of most recent maintenance: Units all inspected. Filters changed and extra site visits.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Increased amount of outside fresh air, where possible. Fresh air dampers are opened manually to 10%.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): Upgraded to a MERV 8 filter, the highest possible filter which will not do damage to the HVAC equipment. Did a district-wide filtration audit. Increased filter changes from 2 to 4 times a year. One new roof top unit installed with MERV 13 filters.
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: At this time, the HVAC unit does not support other treatment options.
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: No
	Detail: The energy use is controlled by lockable thermostats that are only access by admin or HVAC staff.
Other Relevant Information:	All air handlers are on so the fan runs continuous 24 hours/day circulating air. The fresh air intakes are set to stay open at 10% all the time to bring in continuous fresh outside air. We increased the filter changes by 1 a year (4 total) as the fans run 24/7. Most windows in the building can be opened.
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