

# 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>	62 - Sooke
<b>School Name:</b>	Belmont Secondary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08, replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): HVAC systems designed for Merv 13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Colwood Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 08//2023, replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Crystal View Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2023-12
	Date and type of most recent maintenance: 2023-08 Inspect dampers
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): No filters required with natural ventilation buildings as the air is not recirculated
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	This school has no mechanical ventilation and therefore no recirculated air. Only fresh air on a consistent basis
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	David Cameron Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 8/1/2023, replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Dunsmuir Middle School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 08/2023 Replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Edward Milne Community School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 08/2023, replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Hans Helgesen Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 08-2023, replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Happy Valley Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 inspect dampers
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): No filters required with natural ventilation buildings as the air is not recirculated
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	This school has no mechanical ventilation and therefore no recirculated air. Only fresh air on a consistent basis
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	John Muir Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	John Stubbs Memorial Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Journey Middle School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replace Filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Lakewood Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Millstream Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-09 replacement of all eleven furnaces
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters New furnaces will also use MERV – 13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Poirier Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replace Filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Port Renfrew Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Royal Bay Secondary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Ruth King Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Sangster Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-09 gas furnaces (3) replaced
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters New furnaces will also use MERV – 13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Saseenos Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Savory Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

# 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>	62 - Sooke
<b>School Name:</b>	School Board Office
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

# VENTILATION SYSTEM OVERVIEW

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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Sooke Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-08
	Date of next inspection: 2023-01
	Date and type of most recent maintenance: 2022-08 Replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

# 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>	62 - Sooke
<b>School Name:</b>	Spencer Middle School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	Currently in Phase 3 of a 3 phase upgrade to HVAC system
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

# 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>	62 - Sooke
<b>School Name:</b>	Westshore Learning Centre at Colwood
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: No
	Date of last inspection: 2023-08
	Date of next inspection: 202401
	Date and type of most recent maintenance: 2023-08 Inspected heating systems
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: No
	Detail: No CO2 demand control for ventilation
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): No filter installed with natural ventilation
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca



# 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>	62 - Sooke
<b>School Name:</b>	Westshore Learning Centre at Langford
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08, replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: No
	Detail: Building system has static fresh air inlets designed for the system and size of the building
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Continue to inspect filters on a regular basis
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: No
	Detail: Building is supported internal building controls
<b>Other Relevant Information:</b>	Building is rented for SD62 Distributed Learning and International programs and maintained and serviced by property management company.
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

# VENTILATION SYSTEM OVERVIEW

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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Willway Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replaced filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

# VENTILATION SYSTEM OVERVIEW

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<b>School District:</b>	62 - Sooke
<b>School Name:</b>	Wishart Elementary School
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08 Replace filters
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca