

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:	08 - Kootenay Lake
School Name:	W.E. Graham Elementary/Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2025 - October
	Date of next inspection: 2026 - January
	Date and type of most recent maintenance: Inspect and replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Outdoor air supply set to minimum 35% during occupied hours
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV 13 filters installed
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: DDC designed to manage HVAC energy usage
Other Relevant Information:	DDC system monitored daily to ensure proper system operation School has had two new ventilation units installed to provide fresh air
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