

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:	64 - Gulf Islands
School Name:	Saturna Island Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2025-09-30
	Date of next inspection: 2025-10-31
	Date and type of most recent maintenance: Daily monitoring of Direct Digital Control (DDC) system. Monthly physical inspection of proper function of HVAC systems and MERV-13 filter status.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Air dampers controlled by CO2 monitors. Set points are between 400 and 750 ppm, based on season and system capabilities to maximise outside air exchange while maintaining adequate heating and cooling. Extended HVAC schedule from 6am to 5pm.
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: Managed Centrally and monitored daily through DDC system.
Other Relevant Information:	
District Contact for any Questions:	Name: Plant Services
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