

# 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>	Select School District.
<b>School Name:</b>	Merritt School Board Office
<b>REQUIREMENT:</b> Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-10-14
	Date of next inspection: 2025-01-20
	Date and type of most recent maintenance: DDC adjustment for outside air intake and filter replacement.
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail: Outside air intake increased 10%
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade):  Where possible merv 13 filters are used others are merv 8.
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Where needed portable Hepa units are available.
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: DDC system is in use in all areas of the building.
<b>Other Relevant Information:</b>	All HVAC units cleaned and serviced after the flood damage in August 2022.
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