

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:	68 – NanaimoLadysmith
School Name:	DAC Annex
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-08-03
	Date of next inspection: 2023-12-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: No
	Detail: This site has a non-adjustable fresh air intake; however, it is set as per ASHRAE 62.1 ventilation guidelines.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: No
	Detail: System is equipped with a fixed non-adjustable air intake duct. Open windows is a solution to increased ventilation weather-permitting.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	DAC Office – 395 Wakesiah
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-08-03
	Date of next inspection: 2023-12-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Dufferin School (Admin)
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-12-15
	Date of next inspection: 2024-01-31
	Date and type of most recent maintenance: Filter maintenance and visual inspection to review general condition of ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Maintenance and Transportation
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-05-31
	Date of next inspection: 2024-05-31
	Date and type of most recent maintenance: Filter maintenance and visual inspection to review general condition of ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	New ventilation system installed May 2023 due to failure of the unit.
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Bayview Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-03-01
	Date of next inspection: 2024-03-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Brechin Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-06-09
	Date of next inspection: 2023-11-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	New boilers installed Jan 2023 – all new coils to be replaced in AHUs and ASHP to be added – completion March 2024.
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Cedar Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-06-01
	Date of next inspection: 2024-04-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
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School District:	68 - NanaimoLadysmith
School Name:	Cedar Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-09-30
	Date of next inspection: 2023-09-30
	Date and type of most recent maintenance: Annual preventive maintenance – new makeup air system and heat pump system upgade complete Sept 2022.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
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School District:	68 - NanaimoLadysmith
School Name:	Chase River Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2020-11-30
	Date of next inspection: 2024-06-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Cilaire Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: No
	Date of last inspection: 2022-09-01
	Date of next inspection: 2023-12-31
	Date and type of most recent maintenance: Re-opened Sept 2022 – full mech upgrade – new installation of mech systems.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade):
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	Full mechanical upgrade completed Sept 2022 – monitoring new systems for optimal performance until Dec 31 2023.
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Cinnabar Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-06-22
	Date of next inspection: 2024-12-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Departure Bay Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-06-23
	Date of next inspection: 2023-10-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
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School District:	68 - NanaimoLadysmith
School Name:	Dover Bay Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2019-07-18
	Date of next inspection: 2024-07-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
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School District:	68 - NanaimoLadysmith
School Name:	Fairview Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-07-09
	Date of next inspection: 2023-11-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Forest Park Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-05-09
	Date of next inspection: 2024-05-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Frank J Ney Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08-14
	Date of next inspection: 2025-02-28
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
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School District:	68 - NanaimoLadysmith
School Name:	Gabriola Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-03-28
	Date of next inspection: 2024-02-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Georgia Ave Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-09-03
	Date of next inspection: 2023-12-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
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School District:	68 - NanaimoLadysmith
School Name:	Hammond Bay Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2020-04-20
	Date of next inspection: 2023-12-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	New addition – new mechanical systems for classrooms – installed August 2023 (maintenance will be inspected in August 2024). Old school section will be looked at Dec 2023.
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Harewood School gym
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2020-01-15
	Date of next inspection: 2024-09-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Ventilation controlled by local thermostat and local control – occupant can turn unit on/off.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
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School District:	68 - NanaimoLadysmith
School Name:	John Barsby Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-02-02
	Date of next inspection: 2024-06-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.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.

School District:	68 - NanaimoLadysmith
School Name:	Ladysmith Intermediate
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08-30
	Date of next inspection: 2024-08-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: All air purification systems replaced with ventilation systems in each classroom (HRVs) summer 2023.
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	Heat recovery ventilation units installed and operating in all classrooms August 31 2023.
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 250 268 4603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Ladysmith Primary Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2019-10-30
	Date of next inspection: 2024-08-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Ladysmith Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-06-30
	Date of next inspection: 2024-09-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours. Seven classrooms now with ventilation units – installed and operating Jan 2023.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603

Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	McGirr Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-12-29
	Date of next inspection: 2024-06-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

VENTILATION SYSTEM OVERVIEW

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School District:	68 - NanaimoLadysmith
School Name:	Mountain View Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-05-12
	Date of next inspection: 2023-10-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

VENTILATION SYSTEM OVERVIEW

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School District:	68 - NanaimoLadysmith
School Name:	Mount Benson / Island ConnectED
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-01-17
	Date of next inspection: 2025-07-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Air purification systems in non-ventilated rooms have been provided in consultation with OH&S and the school (storage room converted to GI)
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

VENTILATION SYSTEM OVERVIEW

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School District:	68 - NanaimoLadysmith
School Name:	Nanaimo District Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-06-01
	Date of next inspection: 2024-04-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	North Oyster Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-01-01
	Date of next inspection: 2024-07-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Park Ave Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-04-29
	Date of next inspection: 2024-04-01
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Pauline Haarer Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-04-12
	Date of next inspection: 2024-02-28
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Pleasant Valley Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: No
	Date of last inspection: 2023-07-11
	Date of next inspection: 2023-12-31
	Date and type of most recent maintenance: School re-opened Sept 2022 – all new mechanical systems commissioned July 2023 and existing systems serviced July 2023
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Quarterway Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-03-08
	Date of next inspection: 2024-09-30
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Qwam Qwum Stuwixwulh
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: No
	Date of last inspection: 2022-11-25
	Date of next inspection: 2024-05-31
	Date and type of most recent maintenance: SD68 responsible for annual maintenance as of Sept 1 2022
RECOMMENDATION: Increase supply of outside air	Yes/No: No
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours. As of Jan 1/23, have control of building automation system.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break). Qwam Qwum on-site custodian responsible for changing filters 3xyear.
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: No
	Detail:
Other Relevant Information:	Automatically increase ventilation volume during occupancy thru controls and schedules.
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603

Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Randerson Ridge Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2019-05-15
	Date of next inspection: 2024-02-28
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Rock City Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-07-29
	Date of next inspection: 2024-06-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Rutherford Elementary (CLOSED)
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-08-30
	Date of next inspection: 2021-09-02
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Site CLOSED as of June 30 2022.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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:
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Seaview Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-01-18
	Date of next inspection: 2024-07-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Syuwen'ct
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2020-04-09
	Date of next inspection: 2024-08-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Uplands Elementary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08-31
	Date of next inspection: 2025-02-28
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Wellington Secondary
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2022-04-19
	Date of next inspection: 2024-03-15
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

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School District:	68 - NanaimoLadysmith
School Name:	Woodlands
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2021-08-23
	Date of next inspection: 2023-12-31
	Date and type of most recent maintenance: Annual preventive maintenance – inspect, lubricate, confirm operation and perform repairs to all ventilation equipment; added as a priority for maintenance
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Ventilation rates and supply of outdoor air will comply with ASHRAE guidelines and will operate during school hours.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): MERV-13 and changing them 3xyear (Spring, School Startup and Winter Break)
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: Automatically increase ventilation volume during occupancy thru controls and schedules.
Other Relevant Information:	Sept 2022 – site is partially occupied ; no longer a swing space
District Contact for any Questions:	Name: Mary Zuccaro
	Phone Number: 2502684603
	Email: mary.zuccaro@sd68.bc.ca

