

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:	38 - Richmond
School Name:	WILLIAM COOK ELEMENTARY
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 07/01/2025
	Date of next inspection: 10/01/2025
	Date and type of most recent maintenance: Every morning Monday thru Friday, all buildings are checked via DDC (direct digital control) system. Checklist includes: CO ₂ levels, temperatures, air flow and alarm notifications on boilers, air handling units, supply fans, exhaust fans, return fans and hydronic circulation pumps. If a problem is present, a technician is dispatched that day. Trend logs are also created logging temperatures, time of unit startup and shutdown plus CO ₂ concentrations throughout the day.
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: Maximize amount of outside air, number of air exchanges, daily flushing prior to daily occupancy.
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): Upgraded all filters in building with MERV 11 as per the latest version of the HVAC guidelines issued by the Ministry.
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: Use of DDC to manage heat and air flow.
Other Relevant Information:	Part of District Classroom Ventilation Program – retrofit of offices and classrooms to add mechanical ventilation where lacking completed in Summer 2023.
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