

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.

Please note that dates in this form were updated in September 2025 and will not be updated further. HVAC Unit inspections and filter changes continue to occur after every 3 months of operation.

School District:	44 - North Vancouver
School Name:	Highlands
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2025-07-29
	Date of next inspection: 2025-10-29
	Date and type of most recent maintenance: <i>The school district has a computerized maintenance management system. HVAC systems are scheduled for reoccurring preventive maintenance following every 3 months of operation, which includes inspection of all service points including filter replacement. In addition, HVAC systems are monitored continuously through our building automation system to verify operational integrity and all systems operating as intended. Daily reports are generated and work orders dispatched to our Trades to resolve emergent issues.</i> <i>The last full inspection of ventilation equipment, including verifying the operation of ventilation units, the inspection and changing of belts and the inspection of filters was completed during the week of July 29, 2025.</i> <i>The next scheduled inspection and maintenance will occur in October 2025.</i>
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: <i>All ventilation systems have been programed district-wide to increase the supply of outdoor air to all instructional spaces.</i>
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): <i>MERV 13 filters have been installed in all HVAC units within this building with the exception of the Energy Recovery Ventilators which are fresh air systems and do not recirculate air from the building's interior. These units utilize MERV 10 filters.</i>

RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: <i>All instructional classrooms are equipped with mechanical ventilation systems which is the most effective method for managing indoor air quality. Stand-alone portable HEPA air purification units recirculate indoor air and can limit the overall effectiveness of the mechanical systems.</i>
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: <i>The school district has a robust building automation system which monitors air distribution and energy use throughout the school district. The school district implemented an automated daily report to alert of any emergent system issues, or equipment operating outside of parameters.</i>
Other Relevant Information:	<i>All ventilation systems have had their operations extended both in advance of scheduled occupancy and post-scheduled occupancy to pre and post ventilate spaces.</i> <i>Dedicated exhaust ventilation was added to all first aid rooms.</i> <i>The school district has a preventive maintenance system which provides school administration with visibility into maintenance activity.</i>
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