

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:	62 - Sooke
School Name:	Belmont Secondary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2023-08
	Date of next inspection: 2024-01
	Date and type of most recent maintenance: 2023-08, replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): HVAC systems designed for Merv 13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Colwood Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 08//2024, replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
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School District:	62 - Sooke
School Name:	Crystal View Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2024-12
	Date and type of most recent maintenance: 2024-08 Inspect dampers are operating as designed
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): No filters required with natural ventilation buildings as the air is not recirculated
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	This school has no mechanical ventilation and therefore no recirculated air. Only fresh air on a consistent basis
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
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School District:	62 - Sooke
School Name:	David Cameron Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 8/1/2024, replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
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School District:	62 - Sooke
School Name:	Dunsmuir Middle School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 08/2024 Replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
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School District:	62 - Sooke
School Name:	Edward Milne Community School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 08/2024, replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
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School District:	62 - Sooke
School Name:	Hans Helgesen Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 08-2024, replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
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School District:	62 - Sooke
School Name:	Happy Valley Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 inspect dampers
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): No filters required with natural ventilation buildings as the air is not recirculated
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	This school has no mechanical ventilation and therefore no recirculated air. Only fresh air on a consistent basis
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
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School District:	62 - Sooke
School Name:	John Muir Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	Currently on phase 3 of HVAC upgrade (including window replacement)
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	John Stubbs Memorial Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
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School District:	62 - Sooke
School Name:	Journey Middle School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace Filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
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School District:	62 - Sooke
School Name:	Lakewood Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Millstream Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-09 replacement of all eleven furnaces
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters New furnaces will also use MERV – 13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Poirier Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace Filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Port Renfrew Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Royal Bay Secondary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Ruth King Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Sangster Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-09 gas furnaces
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Saseenos Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Savory Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	School Board Office
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca

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School District:	62 - Sooke
School Name:	Sooke Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.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:	62 - Sooke
School Name:	Spencer Middle School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	Recently finished Phase 3 of a 3 phase upgrade to HVAC system
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.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:	62 - Sooke
School Name:	Westshore Learning Centre at Colwood
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: No
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Inspected heating systems
RECOMMENDATION: Increase supply of outside air	Yes/No: No
	Detail: No CO2 demand control for ventilation
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): No filter installed with natural ventilation
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.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:	62 - Sooke
School Name:	Westshore Learning Centre at Langford
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08, replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: No
	Detail: Building system has static fresh air inlets designed for the system and size of the building
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Yes
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Continue to inspect filters on a regular basis
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: No
	Detail: Building is supported internal building controls
Other Relevant Information:	Building is rented for SD62 Distributed Learning and International programs and maintained and serviced by property management company.
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.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:	62 - Sooke
School Name:	Willway Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replaced filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	Currently on phase 1 of an HVAC upgrade
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.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:	62 - Sooke
School Name:	Wishart Elementary School
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Yes
	Date of last inspection: 2024-08
	Date of next inspection: 2025-01
	Date and type of most recent maintenance: 2024-08 Replace filters
RECOMMENDATION: Increase supply of outside air	Yes/No: Yes
	Detail: CO2 sensor threshold has been lowered from 900ppm to 700ppm to increase outside air intake and overall air exchange
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): HVAC systems support MERV-13 filters
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Yes
	Detail: Extended the hours for the air intake system to allow a complete air flush outside of school hours
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: System is monitored by an automated DDC system, so adjustments can be made remotely.
Other Relevant Information:	
District Contact for any Questions:	Name: Tyson Sauser
	Phone Number:
	Email: Facilities@sd62.bc.ca