

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.

Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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| School District: | 41 - Burnaby |
| School Name: | Alpha Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air. In addition, open all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. Every classroom has mechanical ventilation with appropriate filtration. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Armstrong Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: No |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Portables are using appropriate filtration and are inspected separately Gym has mechanical ventilation with appropriate filtration |
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| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 36 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Building automation system is scheduled to pre-heat the building. |
| Other Relevant Information: | System is operating at performance specifications. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
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| School District: | 41 - Burnaby |
| School Name: | Aubrey Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2022 |
| | Date of next inspection Complete systems check December 2022 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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| School District: | 41 - Burnaby |
| School Name: | Brantford Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2022. |
| | Date of next inspection Complete systems check December 2022 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: Nothing else required |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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| School District: | 41 - Burnaby |
| School Name: | Brentwood Park Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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| School District: | 41 - Burnaby |
| School Name: | Buckingham Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Some classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 10 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Burnaby Central Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending to open all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. |
| | Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Burnaby Mountain Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration |
| | Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Burnaby North Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): appropriate filtration for classrooms with mixed air |
| | Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | Detail: Specifically identified office areas provided with air scrubber units |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| Other Relevant Information: | Classrooms with window exhaust fans should be utilized to assist air movement. |
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| | Phone Number: (604) 296-6930 |
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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Burnaby South Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| | |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
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| School District: | 41 - Burnaby |
| School Name: | Byrne Creek Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): appropriate filtration for classrooms with mixed air Balance of classrooms have 100% outdoor air with no mixed air. Portables are using appropriate filtration and are inspected separately Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
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| School District: | 41 - Burnaby |
| School Name: | Cameron Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
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| School District: | 41 - Burnaby |
| School Name: | Capitol Hill Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Cariboo Hill Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Cascade Heights Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Some classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 12 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Chaffey Burke Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Clinton Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Some classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 17 portable air cleaning units installed in classrooms and small offices ¹¹ |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.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.

Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and filtration system operations in September 2021, with updates for September 2022 and September 2023.

| | |
|--|--|
| School District: | 41 - Burnaby |
| School Name: | Confederation Park Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 17 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|--|
| School District: | 41 - Burnaby |
| School Name: | Canada Way Education Centre |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Some classrooms do not have mechanical ventilation. Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All classrooms with mechanical ventilation systems are using appropriate filtration. Some classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Douglas Road Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2022. |
| | Date of next inspection Complete systems check December 2022 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
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| | |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 24 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Duthie Union |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Appropriate filtration for classrooms with mixed air Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 5 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| Other Relevant Information: | Classrooms with window exhaust fans should be utilized to assist air movement. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Edmonds Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. All classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 40 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Forest Grove Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration appropriate filtration for classrooms with mixed air Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.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.

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Gilmore Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Six classrooms without mechanical system. All others operating to best levels of outdoor air Recommend opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. 6 classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 14 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|--|
| School District: | 41 - Burnaby |
| School Name: | Gilpin Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Pilot project ventilation in room 1. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 14 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.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.

Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

| | |
|--|--|
| School District: | 41 - Burnaby |
| School Name: | Glenwood Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols. Some classrooms do not have mechanical ventilation Classrooms with mechanical ventilation systems are operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 10 portable air cleaning units installed in classrooms and small offices. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Inman Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols. Six classrooms do not have mechanical ventilation Classrooms with mechanical ventilation systems are operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 12 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Kitchener Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration 2 storey section only. Annex classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 11 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Lakeview Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. All classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 23 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|--|
| School District: | 41 - Burnaby |
| School Name: | Lochdale Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Lyndhurst Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 13 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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| | |
|--|---|
| School District: | 41 - Burnaby |
| School Name: | Marian Learning Centre |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2022. |
| | Date of next inspection Complete systems check December 2022 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. appropriate filtration for classrooms with mixed air Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| Other Relevant Information: | Window exhaust fans should be utilized to assist air movement |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| | |
|--|--|
| School District: | 41 - Burnaby |
| School Name: | Marlborough East and West Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Some classrooms do not have mechanical ventilation. Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 8 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.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.

Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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| School District: | 41 - Burnaby |
| School Name: | Maywood Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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| School District: | 41 - Burnaby |
| School Name: | Montecito Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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| School District: | 41 - Burnaby |
| School Name: | Morley Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Some classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 25 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| Other Relevant Information: | Classrooms with window exhaust fans should be utilized to assist air movement |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Moscrop Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Nelson Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 32 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | New Modular Daycares (23) |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): appropriate filtration for classrooms with mixed air Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: No |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Parkcrest Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Some classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Riverway Adult Education Centre |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Rosser Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Seaforth Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Some Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Second Street Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols. Some classrooms do not have mechanical ventilation Classrooms with mechanical ventilation systems are operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Portables are using appropriate filtration and are inspected separately. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 30 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | South Slope Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 1 portable air cleaning units installed in room |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Sperling Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 34 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Stoney Creek Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Stride Avenue Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

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|--|--|
| School District: | 41 - Burnaby |
| School Name: | Suncrest Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 4 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.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.

Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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|--|---|
| School District: | 41 - Burnaby |
| School Name: | Taylor Park Secondary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): appropriate filtration for classrooms with mixed air Balance of classrooms have 100% outdoor air with no mixed air. Portables are using appropriate filtration and are inspected separately Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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| School District: | 41 - Burnaby |
| School Name: | Twelfth Avenue Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 25 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| Other Relevant Information: | System is operating at performance specifications. |
| | Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| School District: | 41 - Burnaby |
| School Name: | University Highlands Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.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.

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| School District: | 41 - Burnaby |
| School Name: | Westridge Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): All mechanical ventilation systems are using appropriate filtration. Gym has mechanical ventilation with appropriate filtration Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: No |
| | Detail: No other air cleaning technology required. |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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| School District: | 41 - Burnaby |
| School Name: | Windsor Adult Ed. |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Portables have mechanical ventilation. Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December, and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 1 portable air cleaning unit installed in office |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |

VENTILATION SYSTEM OVERVIEW

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Further to the directive from the Ministry, the District completed a District-wide audit of the ventilation and, filtration system operations in September 2021, with updates for September 2022 and September 2023.

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| School District: | 41 - Burnaby |
| School Name: | Windsor Elementary |
| REQUIREMENT: Regular inspection and maintenance of HVAC systems | Yes/No: Yes |
| | Date of last inspection: Building automation systems reviewed daily via remote. Complete systems check September 2023. |
| | Date of next inspection Complete systems check December 2023 |
| RECOMMENDATION: Increase supply of outside air | Yes/No: Yes |
| | Detail: Recommend opening all classroom windows and outside classroom doors and following all COVID-19 health and safety protocols Mechanical system is operating to best levels of outdoor air in addition recommending opening all classroom windows and outside classroom doors. |
| RECOMMENDATION: Upgrade filtration, including installing appropriate filters, where possible | Yes/No: Yes |
| | Detail (Including filter grade): Main school mechanical ventilation systems are using appropriate filtration. Annex classrooms do not have mechanical ventilation. Gym has mechanical ventilation with appropriate filtration Portables are using appropriate filtration and are inspected separately. Replacement schedule 3 times per year, September, December and Spring Break |
| RECOMMENDATION: Use other air cleaning or treatment technologies | Yes/No: Yes |
| | 15 portable air cleaning units installed in classrooms and small offices |
| RECOMMENDATION: Manage energy use and air distribution through building automation control systems | Yes/No: Yes |
| | Detail: Every classroom has mechanical ventilation with appropriate filtration. System is operating at performance specifications. Building automation system is scheduled to pre-heat the building. |
| | |
| District Contact for any Questions: | Name: Feng Zhou, Maintenance Manager |
| | Phone Number: (604) 296-6930 |
| | Email: Feng.Zhou@burnabyschools.ca |