

# 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.

<b>School District:</b>	Haida Gwaii School District No. 50
<b>School Name:</b>	Port Clements Elementary
	Yes/No: Yes
	Date of last inspection: Nov 7 / 2025
	Date of next inspection: Feb 2026
	Date and type of most recent maintenance: Filter change and visual inspection.
<b>RECOMMENDATION:</b> Increase supply of outside air	Yes/No: Yes
	Detail:
<b>RECOMMENDATION:</b> Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: No
	Detail (Including filter grade): Currently using Merv 13. Filters will be spot checked regularly and changed a minimum of three times per year or as needed.
<b>RECOMMENDATION:</b> Use other air cleaning or treatment technologies	Yes/No: No
	Detail: Ventilation is currently controlled through the HVAC system.
<b>RECOMMENDATION:</b> Manage energy use and air distribution through building automation control systems	Yes/No: Yes
	Detail: The building currently has an automated control system.
<b>Other Relevant Information:</b>	
<b>District Contact for any Questions:</b>	Name:
	Phone Number:
	Email: