

School written description example:

Elgin Street Public School has a central HVAC system containing one large air handling unit designed to supply outdoor air for ventilation to all classrooms and a dedicated HVAC unit for the gymnasium. The units were initially inspected, recommissioned and verified to be operating in accordance with the design intent and ASHRAE standard 62.1. The HVAC system is controlled via our Building Automation System. This allows us to modify the unit operation to increase ventilation and add multiple air purges daily to ensure the classrooms are provided with the maximum amount of outdoor air possible. The following summarizes the specific measures taken for the 2020-2021 school year:

1. Create purge cycles before, during and after school which exchanges the building air with 100% outdoor air at a rate of approx. 3.6 complete air changes per hour (ACH).
2. Increase ventilation rates during other school hours to a fixed, constant rate of approx. 3 air changes per hour when not in a purge cycle.
3. Filter changes prior to August 24, 2020 and increased frequency of filter changes throughout the year.
4. Thorough cleaning of HVAC equipment by the manufacturer's service technicians
5. Provide portable HEPA filtration units for the isolation room, admin offices, kindergarten classrooms and special program classrooms.

Additional measures to be taken for the 2021-2022 school year:

1. Upgrading filters in the HVAC units to MERV-13 level
2. Installing CO2 monitoring equipment which will be connected to the building automation system
3. Providing HEPA filtration units for all classrooms to increase the ventilation rate to 6 ACH.
4. Providing portable HEPA filtration units to other spaces that may be lacking in ventilation such as the staff room and stage.
5. A new rooftop HVAC unit is being installed for the admin area