**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:** | Select School District. |
| **School Name:** |  |
| **REQUIREMENT:**  Regular inspection and maintenance of HVAC systems | Yes/No:  Choose an item. |
| Date of last inspection:  Click to enter a date. |
| Date of next inspection:  Click to enter a date. |
| Date and type of most recent maintenance: |
| **RECOMMENDATION:**  Increase supply of outside air | Yes/No:  Choose an item. |
| Detail: |
| **RECOMMENDATION:**  Upgrade filtration, including installing MERV-13 filters, where possible | Yes/No:  Choose an item. |
| Detail (Including filter grade): |
| **RECOMMENDATION:** Use other air cleaning or treatment technologies | Yes/No:  Choose an item. |
| Detail: |
| **RECOMMENDATION:**  Manage energy use and air distribution through building automation control systems | Yes/No:  Choose an item. |
| Detail: |
| **Other Relevant Information:** |  |
| **District Contact for any Questions:** | Name: |
| Phone Number: |
| Email: |