

HWDSB	SCHOOL:	W. H. Ballard				
Unit Type and Tag (HVAC, AHU, EF, MAU, SF, etc.)	Model	Unit Loc. (Roof, Penthouse, Boiler Room, Corridor, etc.)	Serves (Offices, Foyer, Library, Staff Room, Classroom, Washroom, etc.)	Time To Complete Check (minutes)	Requires Immediate Attention to maintain ventilation	Comments
RTU ACU 1	Lennox	Main Roof	East side	15/30/45	Y/N	- P-trap broken, filters clean, checked belts, check operation → o.k.
HRV	Lennox	main Roof	East side	15/30/45	Y/N	- checked belts, replaced filters (20x20x2) @ - check operation → o.k.
RTU ACU 2	Lennox	main Roof	west side	15/30/45	Y/N	- checked belts, filters clean. - unit enabled → NOT WORKING
HRV ERV 2	Lennox	main Roof	west side	15/30/45	Y/N	- checked belts, checked filters - unit enabled → Not Working interlocked
E.F	Loren Cook Dome Fan	main Roof	3rd floor west Boys washroom	15/30/45	Y/N	- unit running. → o.k.
E.F	Loren Cook Dome Fan	main Roof	3rd floor east Girl washroom	15/30/45	Y/N	- unit running → o.k.
E.F	No rating plate wall mount	Glass Penthouse	upper interior middle section	15/30/45	Y/N	- unit running → o.k.
HRV	Engineered Air	Gym Roof	Gym	15/30/45	Y/N	- new unit - filters dirty (construction) 20x25x2 @ 8 req'd - None onsite: will replace
RTU	Carrier	Gym Roof	Gym	15/30/45	Y/N	- new unit. - checked filters. → o.k. - checked operation - o.k.
				15/30/45	Y/N	
				15/30/45	Y/N	
				15/30/45	Y/N	
				15/30/45	Y/N	

monday

HWDSB	SCHOOL:	W.H. Ballard				
Unit Type and Tag (HVAC, AHU, EF, MAU, SF, etc.)	Model	Unit Loc. (Roof, Penthouse, Boiler Room, Corridor, etc.)	Serves (Offices, Foyer, Library, Staff Room, Classroom, Washroom, etc.)	Time To Complete Check (minutes)	Requires Immediate Attention to maintain ventilation	Comments
	W.H. Ballard School			15/30/45	Y/N	
A/c	Kenmore	window	Room 128	15/30/45	Y/N	-needs cleaning
A/c	Kenmore	window	Room 208	15/30/45	Y/N	-Noisy fan - not cooling needs replaced.
A/c	Panasonic	window	Room 210	15/30/45	Y/N	- needs cleaning
				15/30/45	Y/N	
	Viscount Montgomery School			15/30/45	Y/N	
A/c	climette		Room 153	15/30/45	Y/N	working
A/c	climette-air		Room 140	15/30/45	Y/N	- not cooling. - needs replaced.
A/c	climette-air.		Room 142	15/30/45	Y/N	- working.
				15/30/45	Y/N	* Unit vent #1 not cooling.
				15/30/45	Y/N	(as per caretaker).
				15/30/45	Y/N	
				15/30/45	Y/N	