**Checklist on Ventilation System for Kindergarten**

**General** *(please use separate sheet for each space and add supplementary sheet if necessary)*

**Type of Occupied Spaces:** 🞎 Classroom 🞎 Function Room 🞎 Play Area 🞎 Staff Room

🞎 Others (please specify):\_\_\_\_\_\_\_\_\_\_\_

**Name of Space:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Maximum No. of Occupant:** \_\_\_\_\_\_\_Students + \_\_\_\_\_\_\_ Teachers = \_\_\_\_\_\_\_ Persons

**Assessment[[1]](#footnote-1)**

1. **Natural Ventilation**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Openable windows[[2]](#footnote-2) are provided for the room: | 🞎 Yes | 🞎 No |
| b. | Window configuration: | 🞎 Single-sided | 🞎 Cross |
| c. | Natural ventilation performance: | 🞎 Satisfactory | 🞎 Not satisfactory |
| d. | Outdoor air flow from clean to dirty area | 🞎 Yes | 🞎 No |

1. **Mechanical Ventilation (Fresh Air Quantity)**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Installed with mechanical ventilation system for the room: | 🞎 Yes | 🞎 No |
| b. | Type of mechanical ventilation system[[3]](#footnote-3): | 🞎 Window Type Exhaust Fan🞎 Fresh Air Pre-conditioner |
| c. | At least 5 metre separation between fresh air intake and other source of contamination[[4]](#footnote-4): | 🞎 Yes | 🞎 No |
| d. | Fresh Air Quality: | \_\_\_\_\_\_\_\_\_ litres/second/person\_\_\_\_\_\_\_\_\_ ACH |
| e. | Fresh air is evenly distribution in the room to promote air mixing | 🞎 Yes | 🞎 No |

1. **Air Purifier**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Installed with air purifier for the room: | 🞎 Yes | 🞎 No |
| b. | Type of air purifiers: | 🞎 HEPA filter🞎 others (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| c. | Model of air purifiers[[5]](#footnote-5): | Brand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| d. | Location: | 🞎 Standalone at floor level🞎 Wall mounted or Standalone at middle level🞎 Ceiling mounted according to the manufacturer’s manual to optimize the efficiency of the air purifier and to promote air mixing in the room |
| e. | Air Change per Hour (ACH) | \_\_\_\_\_\_\_\_\_ ACH |

1. **Recommendation:**

|  |
| --- |
|  |

**Checklist on Ventilation System for Kindergarten (Toilet)**

**General** *(please use separate sheet for each toilet and add supplementary sheet if necessary)*

**Name of Toilet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Mechanical Ventilation**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Local mechanical exhaust ventilation (i.e. Window Type Exhaust Fans[[6]](#footnote-6)) are provided  | 🞎 Yes | 🞎 No |
| b. | Dimension of window type exhaust fans  | 🞎 6 inch 🞎 10 inch🞎 8 inch 🞎 12 inch🞎 others (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| c. | Air Change per Hour (ACH) | \_\_\_\_\_\_\_\_\_ ACH |

1. **Recommendation:**

|  |
| --- |
|  |

1. Reference should also be made to the relevant guidelines (including supplement to guidelines if any) / regulations related to ventilation as set out by the Department of Health, Education Bureau, Social Welfare Department, Buildings Department and Fire Services Department. [↑](#footnote-ref-1)
2. *For requirement of Openable window, please refer to Buildings Department Practice Note APP-130 and the pertaining regulation. Please consult the building professionals for assessment where necessary.* [↑](#footnote-ref-2)
3. *For the type of mechanical ventilation systems other than exhaust fan or fresh air preconditioner, please consult the building professionals for assessment.* [↑](#footnote-ref-3)
4. *Generally the distance between fresh air intake (including openable window) and other sources of contamination should be at least 5 metres. You may need to consult the building professionals for assessment.* [↑](#footnote-ref-4)
5. *Brand / model of air purifiers meeting specified specifications can be referred to the list of air purifiers*

*.* [*(https://www.fehd.gov.hk/english/licensing/guide\_general\_reference/Information\_air-changes\_purification.html)*](file:///C%3A%5CUsers%5C07042%5CAppData%5CLocal%5CTemp%5CnotesE1EF34%5C%28https%3A%5Cwww.fehd.gov.hk%5Cenglish%5Clicensing%5Cguide_general_reference%5CInformation_air-changes_purification.html%29) [↑](#footnote-ref-5)
6. *For the type of mechanical ventilation systems other than window type exhaust fan, please consult the building professionals for assessment.* [↑](#footnote-ref-6)