



Data Protection Officer  
Freedom of Information  
NW Leicestershire District Council  
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Telephone: 01530 454763

Date: 06 April 2021

## **FREEDOM OF INFORMATION REQUEST 1547**

I write further to your email dated 22 March 2021.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

### **Your request:**

1. Is your system an air-conditioning system or recirculated air system?  
*Air-conditioning system.*
2. Please supply the supplier name / model of your air-con system.  
*Toshiba 8Kw Heating/Cooling System with 4 Way Cassettes.*
- 2a) Is the system manual or computer controlled (automatic or allows some user intervention)  
*Manual.*
3. Please state how you comply with Regulation 5 (Maintenance of mechanical ventilation systems) and Regulation 6 (effective ventilation) of The Workplace (Health, Safety and Welfare) Regulations 1992?  
*Under regulation 5, it is a legal requirement that you hold a valid Air Conditioning Assessments if any building has a total of more than 12kw of air conditioning present. T.M44 air conditioning assessment / certificates are valid from 5 years of the issue date. All regular cleaning, testing and maintenance is carried out by a compantant registered supplier, to the manufacture guidelines, BS 5720 code of practise for Mechanical Ventilation and Air conditioning system and regulations.*
4. Does the system have an alarm to warn of failure in the system specifically in relation to the general ventilation to reduce concentrations of contaminants?  
*No.*
5. Air recirculation – is this filtered (e.g. by AHU's) and adequately filtered to remove particulates?  
*N/A.*
6. Where are the office inflow ducts located (floor or ceiling)?  
*N/A.*

7. Where are the exhaust or stale air extract ducts located?  
*N/A.*
8. What proportion (percentage or ratio) of fresh air mix is supplied into the offices?  
*As to guidelines.*
9. What is the rate of fresh air flow in litres per second per person?  
*Information not available.*
10. What is the average air flow velocity?  
*Information not available.*
11. Does the system have a humidifier to regulate humidity and what is the setting?  
*N/A.*
12. Does the system use filters (i.e. HEPA filters) in respect of air intake?  
*No.*
13. How often are these filters checked and replaced?  
*As to manufacture O&M.*
14. How often is the air-conditioning system cleaned, checked and maintained?  
*Every 6 months.*
15. What chemicals do you use to clean the system?  
*Sodium Hydroxide.*
16. Do you have local exhaust ventilation (LEV) in the offices?  
*N/A.*
17. Do you have a system to monitor CO2 PPM and what is the threshold PPM of CO2 set at to open vents / windows to flush CO2?  
*No.*
18. How many complaints have been made in relation to the offices or 'Sick Building Syndrome' by employees in calendar years 2017, 2018 and 2019?  
*No records held.*
19. TM44 – when is your next assessment due, and who will be the assessor?  
*Some time this year, however no date or assessor has been booked.*

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## **GOING FORWARD**

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries

I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to [DPO@NWLeicestershire.gov.uk](mailto:DPO@NWLeicestershire.gov.uk) or the address above.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at [accessicoinformation@ico.org.uk](mailto:accessicoinformation@ico.org.uk).

Yours sincerely

Mackenzie Keatley  
Information Governance Officer