



## Information Governance

Postal address:  
Coventry City Council  
PO Box 15  
Coventry  
CV1 5RR

[www.coventry.gov.uk](http://www.coventry.gov.uk)

E-mail: Phone: 024 7697 5408

Date: 05 May 2021

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**  
**Request ID: FOI318805856**

Thank you for your request for information relating to air conditioning in Council buildings.

Your request and our responses are shown below:

- 1. Is your system an air-conditioning system or recirculated air system?**
- 2. Please supply the supplier name / model of your air-con system?**
  - a. Is the system manual or computer controlled (automatic or allows some user intervention)**
- 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?**
- 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?**
- 5. Air recirculation – is this filtered (e.g. by AHU's) and adequately filtered to remove particulates?**
- 6. Where are the office inflow ducts located (floor or ceiling)?**

- 7. Where are the exhaust or stale air extract ducts located?**
- 8. What proportion (percentage or ratio) of fresh air mix is supplied into the offices?**
- 9. What is the rate of fresh air flow in litres per second per person?**
- 10. What is the average air flow velocity?**
- 11. Does the system have a humidifier to regulate humidity and what is the setting?**
- 12. Does the system use filters (i.e. HEPA filters) in respect of air intake?**
- 13. How often are these filters checked and replaced**
- 14. How often is the air-conditioning system cleaned, checked and maintained?**
- 15. What chemicals do you use to clean the system?**
- 16. Do you have local exhaust ventilation (LEV) in the offices?**
- 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?**
- 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?**
- 19. TM44 – when is your next assessment due, and who will be the assessor?**

We hold the information which you have asked for but we have estimated that the cost of meeting your request would exceed the cost limit of £450 specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees Regulations 2004). This represents the estimated cost of one person spending 18 hours or more, in determining whether the information is held, locating, retrieving and extracting it.

The information you have requested, is not recorded on our systems. In order to answer your request, we have estimated that it would take a combination of two officers in association with our air conditioning specialists in excess of four weeks to locate, investigate and then compile what is being requested from our multiple Council locations.

Your request has therefore been refused under section 12(2) of the Act.

However, in order to fulfil our obligations under Section 16 of the FOI Act to advise and assist you, we advise that if you are able to narrow the request, we may be able to provide this within the cost limit. Please note that a reformulated request will be treated as a new FOI request.

Should you wish to make any further requests for information, you may find what you are looking for is already published on the [Council's web site](#) and in particular its FOI/EIR [Disclosure log](#), [Council's Publication Scheme](#), [Open Data](#) and [Facts about Coventry](#).

If you are unhappy with the handling of your request, you can ask us to review our response.

Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**