



Keith Baldinger  
Town of Shrewsbury  
Public Buildings Division Manager  
100 Maple Ave  
Shrewsbury, MA 01545  
RE: Oak Middle School – 45 Oak Street

September 4, 2020

AALANCO Service Corporation at your request has performed an HVAC assessment at Oak Middle School. Assessment is as follows:

**York & Addison ROOFTOP UNITS #1-#7 Packaged units with cooling #8-13 are heating only**

- All filters are clean & properly installed
- Ensured proper operation of Exhaust air dampers, Return air dampers, & Supply air fans
- Hot water heating & Cooling coils & condensate drains are clean & mold free
- Units needed replacement damper actuators, all adjusted & working properly at this time

**York AHU's #1- #8**

- Filters are clean & properly installed
- Units are in good working order with proper exhaust air & return air dampers
- Heating coils are clean
- Dampers needed adjustments & replacements – lubricated & adjusted at time of inspection
- Hot water heating coils are clean

**Inline & Exhaust Fans are being repaired / adjusted in house**

**Building control system**

- The Building control system is functioning as designed

Sincerely,

**Joel Darby**

Account Rep / Project Manager  
AALANCO Service Corporation

**AALANCO SERVICE CORPORATION**

80-B Turnpike Road • Westborough MA 01581 • (508) 366-1449 • (800) 215-6698 • Fax (508) 366-1196

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