



Keith Baldinger
Town of Shrewsbury
Public Buildings Division Manager
100 Maple Ave
Shrewsbury, MA 01545
RE: Shrewsbury High School – 64 Holden Street

August 26, 2020

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

AIR FILTERS

- Ensured that clean, correct filters are in place
- Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter
- Confirmed proper installation of filters (correct direction for airflow)

DRAIN PANS

- Ensured that drain pans pitch toward the drain (to prevent water from accumulating)
- Checked drain pans for mold and mildew
- Cleaned drain pans

COILS

- Ensured that heating and cooling coils are clean

ROOFTOP UNITS & INDOOR AIR HANDLING UNITS #1 – #21

- Ensured that the interior of air-handling units (air-mixing chamber & fan blades) are clean
- Ensured that ducts are clean.

Exhaust Fans #1 - #81

- Ensure proper operation of motors, & fan speeds
- Ensure all belts, sheaves, & pulleys are aligned & operating correctly

CONTROLS FOR OUTDOOR AIR SUPPLY

- Ensured that all air dampers open to maximum position
- Ensured that minimum position provides adequate outdoor air for occupants

CONTROLS INFORMATION

Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and confirm building control system for proper operation.

Sincerely,

Joel Darby

Account Rep / Project Manager
Aalanco Service Corporation

AALANCO SERVICE CORPORATION

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