

September 14, 2020

Union City Schools
Attn: Justin Mercado

Re: School Reopening HVAC

Justin,

As per the PEOSHA indoor air quality memorandum we have done the following to prep for the return of students and teachers.

- Reviewed control sequences to verify systems are operating according to guidance to maintain required ventilation and temperature conditions to occupied areas.
 - All equipment will be occupied and run at 100% 2 hours before and 2 hours after normal occupancy.
 - In the event of an area of exposure we will open outdoor air dampers to 100% for a minimum of 4 hours as requested.
 - Ensured all heating setpoints are above 68 and cooling setpoints are below 79.
 - Verified all equipment with humidity control is set to 60% max and 40% minimum humidity
 - ASHRE and PEOSHA recommend CO₂ levels stay below 800 PPM. We have maintained our 500PPM setpoint used throughout the school district to keep CO₂ levels lower than recommended and fresh air intake higher than recommended.
- We continue to monitor temperature and humidity levels in each space to the extent possible and within the capability of building management system.
- Verified proper separation between outdoor air intakes and exhaust discharge outlets to prevent/limit re-entrainment of potentially contaminated exhaust air (generally minimum of 10-foot separation - comply with local code requirements).

- Reviewed outdoor airflow rates compared to the most current version of ASHRAE Standard 62.1 or current state-adopted code requirements.
- Verified filters are installed correctly and are currently in operable condition.
- Filters will be replaced with MERV 13 once received.

If you have any questions, please call.

Sincerely,

Kieran Golden
Service Manager