

Leslie Barnes  
Pasadena Unified School District  
351 S Hudson Ave  
Pasadena, CA 91109

**Reference:** Longfellow Elementary School –Mechanical Survey/ Air Flow Assessment

Our team of experts, comprising of engineers, technicians and surveyors recently inspected Longfellow Elementary School. Our specific scope of work was to conduct a mechanical inspection of all HVAC equipment and measure the outside air flow of each classroom with regard to current ASHRAE standards. The survey included each classroom within the school facility.

The Mechanical Inspection included 60 units inspected on March 6-7, 2021. The Central Plant was replaced in 2018. The overall equipment is in satisfactory condition. It is our recommendation that the district continue to perform their comprehensive HVAC preventative maintenance plan, to include changing air filters on a quarterly basis during the COVID-19 pandemic.

Mechanical findings and recommendations:

- Short-term recommendations:
  - Perform routine preventative maintenance, to include belt replacements and quarterly filter changes
  - Clean coils, as needed

Air Quality Survey:

Outside air flow measurements were taken for Thirty (30) classrooms. All classrooms have sufficient outside air and they unit systems bring in the required airflow. All site mechanical units proven to have sufficient outside air and at the present time do not need any modifications.

Sincerely,

Jennifer Lee  
Enviser Service Department  
SCL# 1005262

Thank you,  
Enviser Service Department  
SCL# 1005262