

May 7, 2004

TO:

FR: Bob Munson

RE: Status Report on HVAC Upgrade

At 7:30 AM, this past Monday, work began on the upgrade of the 4th floor air conditioning system. The contract was given to Scott Jordan of Fowler Electric following our meeting on April 29th.

So far the sheet metal work surrounding the two A/C units have been completely removed, the general area cleaned and some obvious repairs performed.

The units need to be fully washed and we are currently waiting to have some pans fabricated by the Fowler shop to contain the water and solvents. In the meantime connections and "plumbing" between the two units are being traced and evaluated to improve output, inter-phasing, etc.

We believe the work can be completed within the next two weeks. We know we have already identified a number of the contributing elements to the cooling problems experienced over the last 2-3 summers. Included will be a complete redo of the intake and exhaust ducting which should significantly reduce the head pressure the units have been operating under.

Despite the work, we are told the units can still produce cooling in the event of some hot days between now and when the job is finished. Scott Jordan has also said he could schedule work for the mornings only should an extended period of high temperatures set in and air conditioning be required in the afternoons.

Please bear with us. Unlike the last two summers, the work being done today is correcting weaknesses in the system and not simply emergency replacement of failed parts....

If you have any questions, please contact me.

Very Truly Yours,



Robert V. Munson

cc. Scott Jordan