



IEA, INC.

2023 - 2024 Ventilation Assessment



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Saint Paul Public Schools Creative Arts Secondary School

Assessment Date:
4/13/2023 - 4/14/2023

Project Description

IEA conducted a ventilation inspection in Creative Arts Secondary School by IEA representative, Jack Skluzacek, with the intent of gathering visual observations and overall ventilation information which will assist the District in making informed and proactive decisions to improve and maintain acceptable air quality in the building. This inspection is based upon the Environmental Protection Agency's (EPA's) Tools for Schools IAQ guidelines and the recommended Minnesota Department of Education (MDE) portion of a school district's IAQ management plan. Ventilation verification is also recommended by American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Some observations gathered during the inspection may identify issues which may require additional testing, evaluation, further investigation, or maintenance on the ventilation systems.

The findings, conclusions and recommendations presented herein are believed to be accurate and representative of the building on the date and time of the inspection.

GENERAL COMMENTS

The analysis and opinions expressed in this report are based upon data obtained from Saint Paul Public Schools at the indicated locations. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted indoor air quality practices. Other than as provided in the preceding sentence, no warranties are extended or made.

Building Information

General information regarding the building was collected by IEA during an interview with building maintenance staff. The information gathered during this process is a vital component, as it is helpful in determining how these items may play a role in possible IAQ related issues.

Below is a summary of the information gathered during the interview:

- Automation controls are managed internally.
- A Building Automation System is present. The automation control software program is and controls can not be accessed remotely.
- Schedules:

Ventilation operation:

Day:	Occupied?	Start Time:	End Time:
Monday-Friday	Yes	7:00 AM	5:00 PM
Saturday	No		
Sunday	No		
Holiday	No		

Typical occupancy:

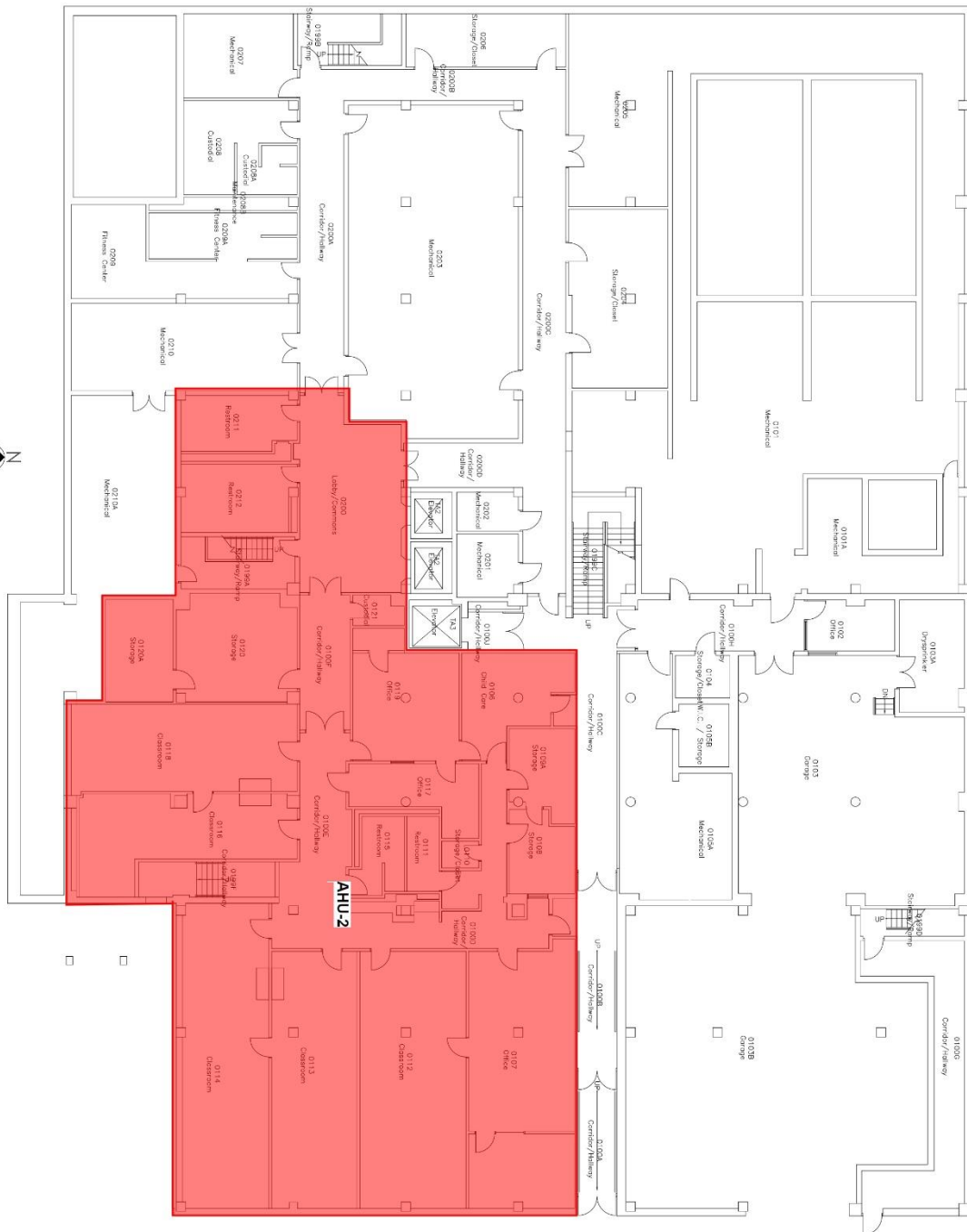
Day:	Occupied?	Start Time:	End Time:
Monday-Friday	Yes	6:30 AM	4:30 PM
Saturday	No		
Sunday	No		
Holiday	No		

- CO2 sensors are not associated with the ventilation system.
- VAVs are present. It is not known whether or not they are fan powered.
- Building does not have variable frequency drives (VFD).
- The heating system is a hot water boiler.
- A cooling system is present and is a chilled water (air cooled) type system.
- Filters used are:

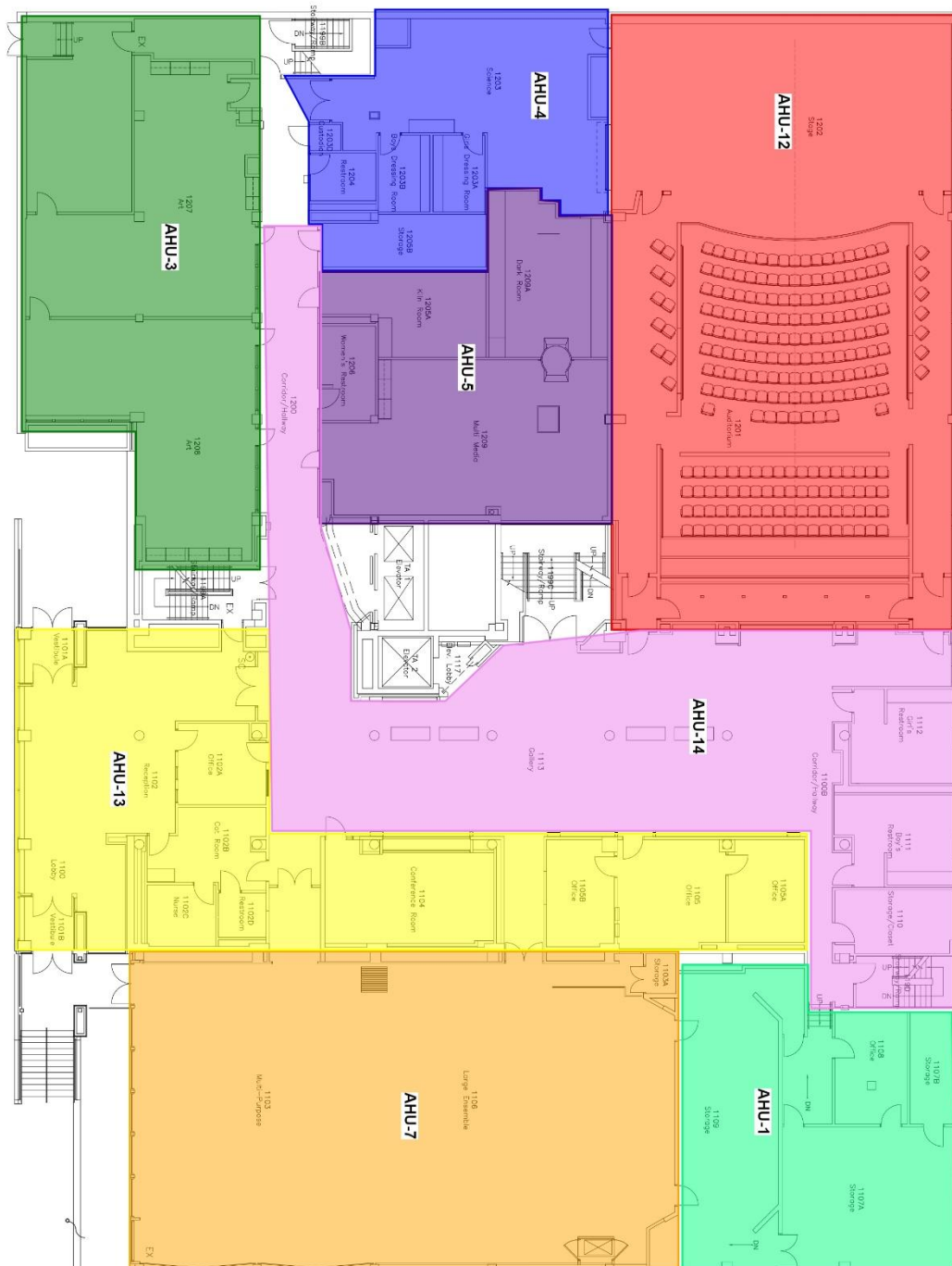
Filter Type	MERV Rating
Pleated	MERV 11

- Filters are changed quarterly.
- Energy Recovery Units are not present.
- Units do not contain system Enhancements.
- Personal air purifiers are supplied for individual rooms. They are Fellowes/AeraMax.
 - Location: Throughout classrooms
- It is not known whether or not the building was commissioned during the original construction.

65 E. Kellogg Blvd.
Ground Floor Plan



65 E. Kellogg Blvd.
First Floor Plan



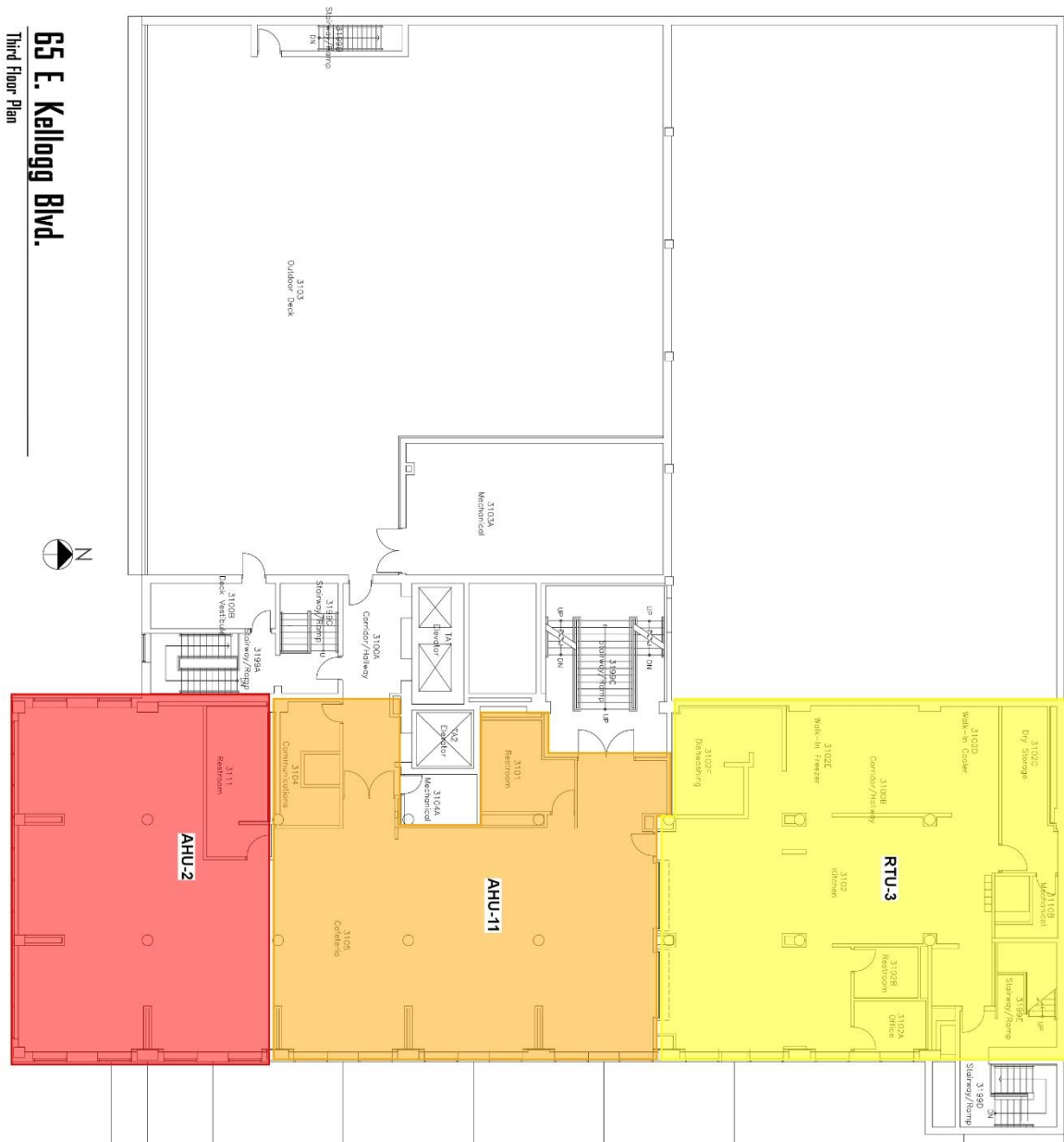
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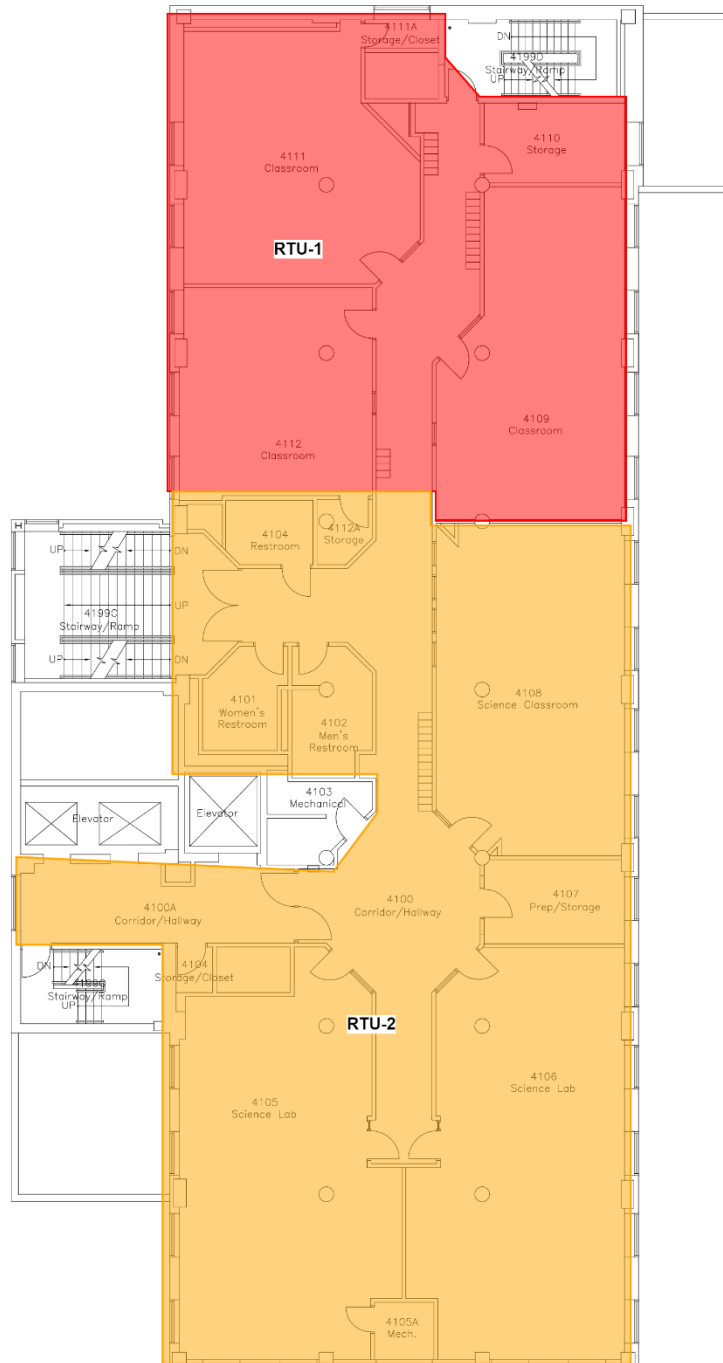
65 E. Kellogg Blvd.
Second Floor Plan



Air Handling Unit Designations & Service Zones: 3rd Floor



Air Handling Unit Designations & Service Zones: 4th Floor

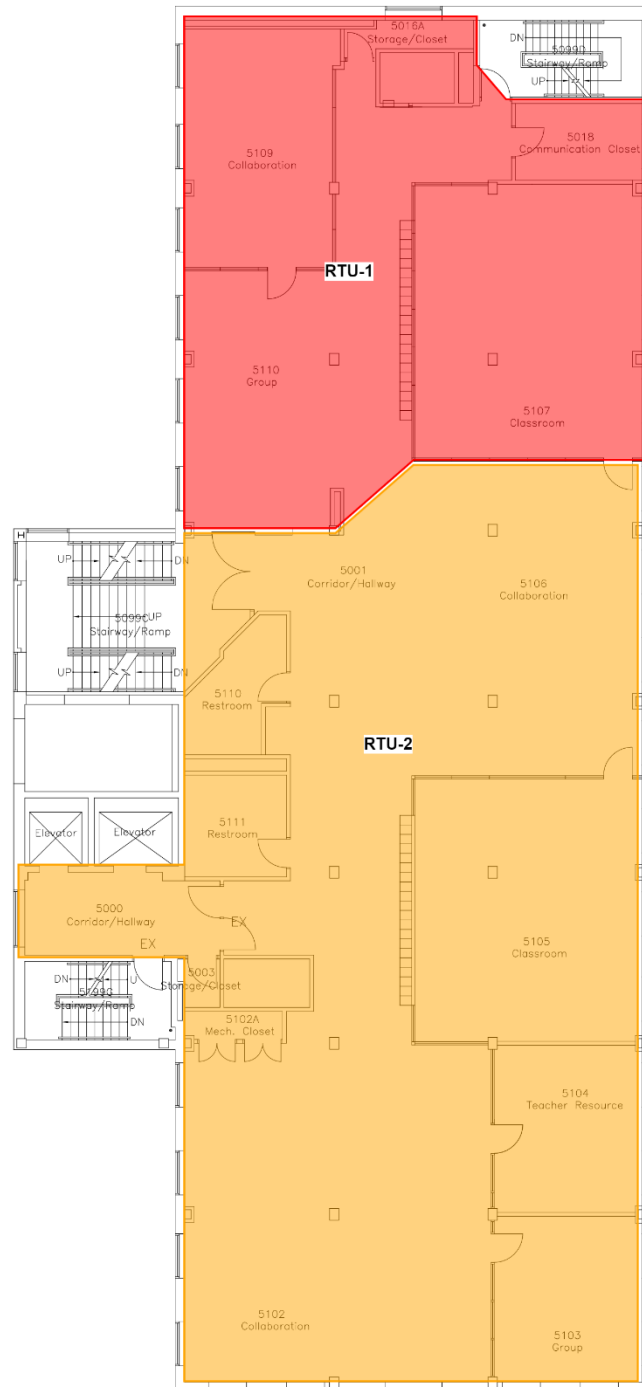


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Fourth Floor Plan



Air Handling Unit Designations & Service Zones: 5th Floor

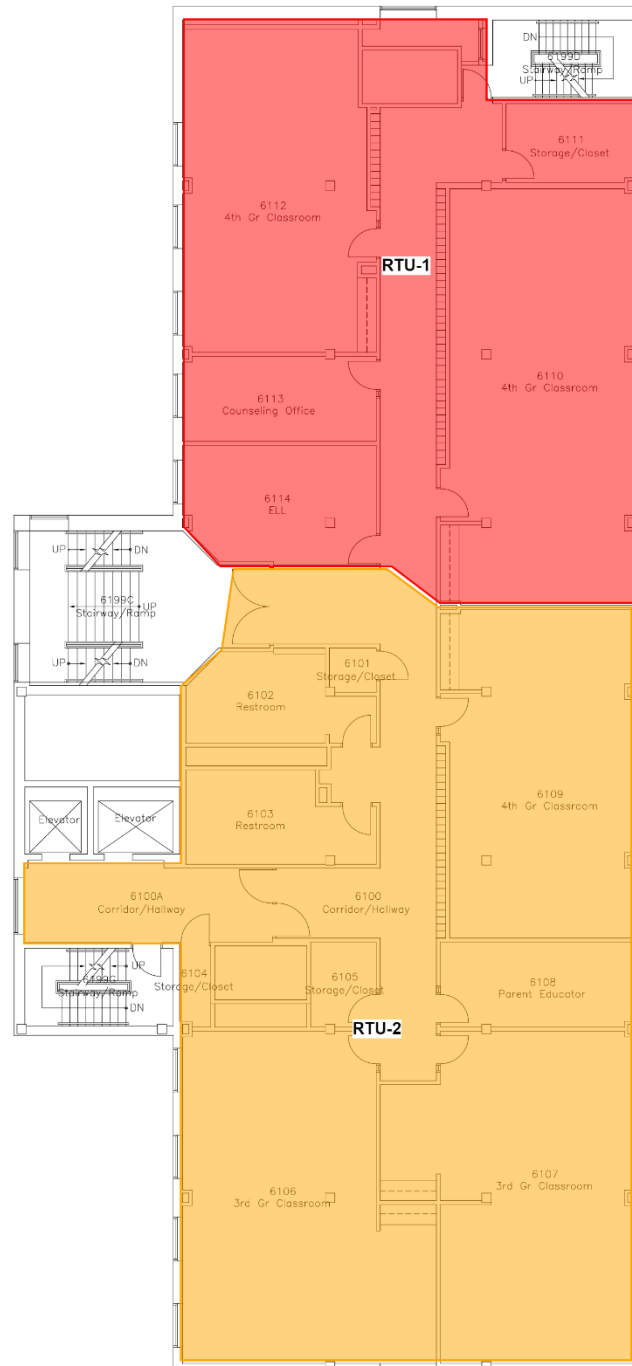


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Fifth Floor Plan



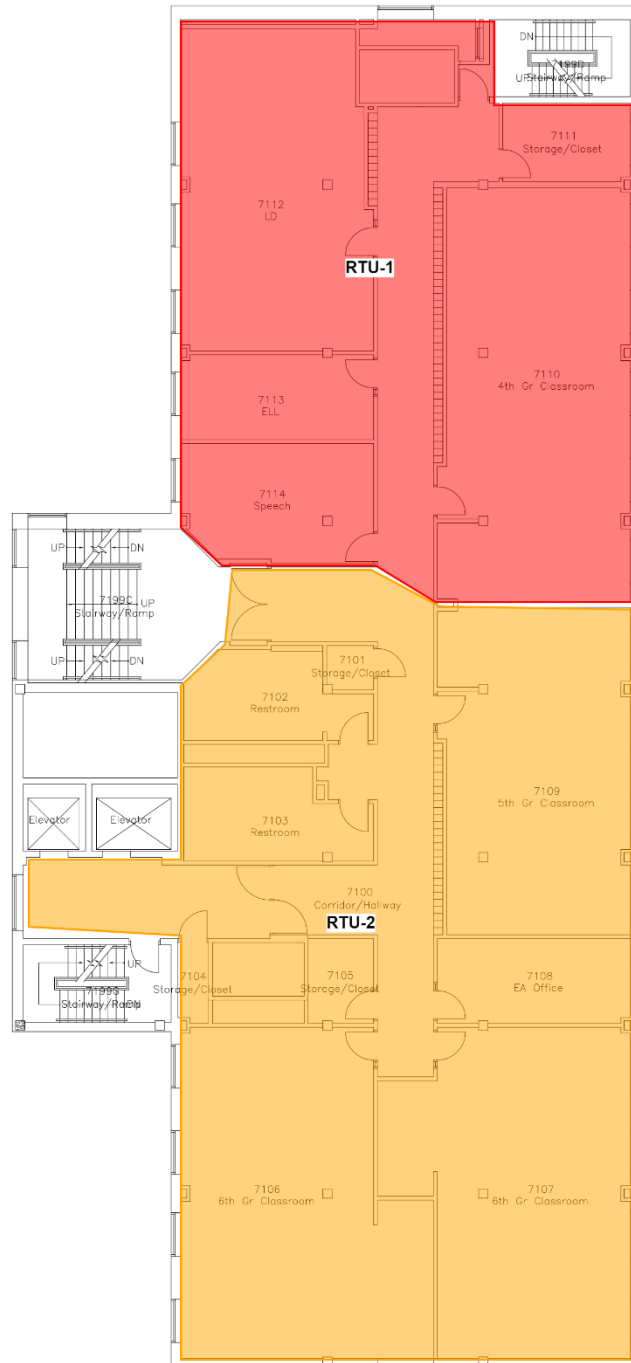
Air Handling Unit Designations & Service Zones: 6th Floor



65 E. Kellogg Blvd.
Sixth Floor Plan



Air Handling Unit Designations & Service Zones: 7th Floor

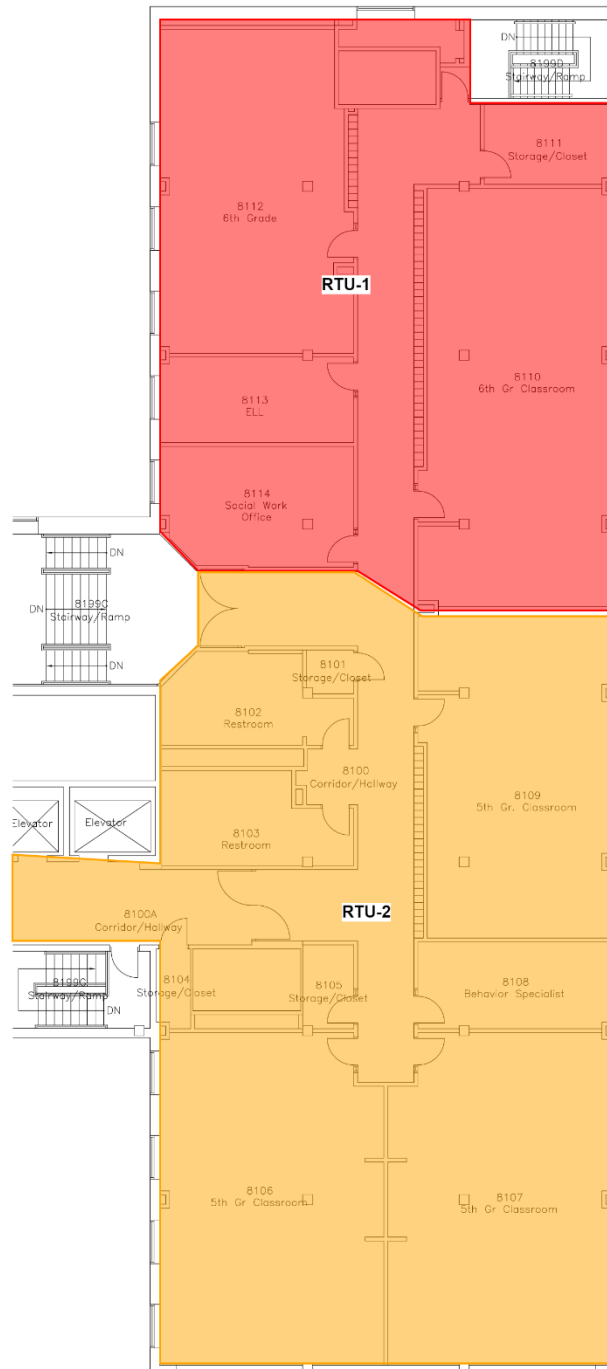


65 E. Kellogg Blvd.

Seventh Floor Plan



Air Handling Unit Designations & Service Zones: 8th Floor



E. Kellogg Blvd.

7th Floor Plan

Assessment

Ventilation System

The following information was gathered by IEA on 4/13/2023 - 4/14/2023 with support from the district building representative during the on-site interview. The type of heating, ventilating and air-conditioning (HVAC) system and its assessment is included for each unit below:

Unit Designation:	AHU_01 (100% OA)	
Location of Unit:	Mechanical room ground 0203	
Areas Served:	Gallery See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on an exterior wall. No nearby pollution sources were found. Outdoor air intake is in good condition.	Outdoor air pre-filters are not present. Outdoor air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Outdoor air main filters are installed correctly. Return air filters are not present. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is not present. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is not present. The general condition of the unit is good.
Filter Type - Outdoor <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_02	
Location of Unit:	Mechanical Room	
Areas Served:	See attached map.	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	<p>Outdoor air intake is accessible</p> <p>Outdoor air intake is located on an exterior wall.</p> <p>No nearby pollution sources were found.</p> <p>Outdoor air intake is in good condition.</p>	<p>Outdoor air pre-filters are not present. Outdoor air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Outdoor air main filters are installed correctly.</p> <p>Return air pre-filters are not present. Return air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Return air main filters are installed correctly.</p> <p>Drain pans are not plugged. Drain pan condition is good.</p> <p>Heating coils are clean and cooling coils are clean.</p> <p>Heat wheels are not present.</p> <p>Exterior ducting is visible. Exterior ducting insulation is in good condition.</p> <p>Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean.</p> <p>Air handling room is free of trash/chemicals.</p> <p>Outside damper is open, and its condition is good.</p> <p>Return damper is open, and its condition is good.</p> <p>The general condition of the unit is good.</p>
Filter Type - Outdoor <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		
Filter Type - Return <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_03	
Location of Unit:	Mechanical room ground 0203	
Areas Served:	1st Floor South Classrooms See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on an exterior wall. No nearby pollution sources were found. Outdoor air intake is in good condition.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_04	
Location of Unit:	Mechanical room ground 0203	
Areas Served:	1FL Science 1203 See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on an exterior wall. No nearby pollution sources were found. Outdoor air intake is in good condition.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are somewhat dirty and on the border of needing replacement (scoring 4 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_05	
Location of Unit:	Mechanical room ground 0203	
Areas Served:	Supplement to AHU-04 See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	<p>Outdoor air intake is accessible</p> <p>Outdoor air intake is located on an exterior wall.</p> <p>No nearby pollution sources were found.</p> <p>Outdoor air intake is in good condition.</p>	<p>Outdoor air filters are not present.</p> <p>Return air filters are not present.</p> <p>Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit poorly. Mixed air main filters are installed correctly.</p> <p>Drain pans are not plugged. Drain pan condition is good.</p> <p>Heating coils are clean and cooling coils are clean.</p>
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		<p>Heat wheels are not present.</p> <p>Exterior ducting is visible. Exterior ducting insulation is in good condition.</p> <p>Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean.</p> <p>Air handling room is free of trash/chemicals.</p> <p>Outside damper is open, and its condition is good.</p> <p>Return damper is open, and its condition is good.</p> <p>The general condition of the unit is good.</p>

Unit Designation:	AHU_07	
Location of Unit:	Mechanical room mezzanine (M12)	
Areas Served:	Old Auditorium See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	<p>Outdoor air intake is accessible</p> <p>Outdoor air intake is located on an exterior wall.</p> <p>No nearby pollution sources were found.</p> <p>Outdoor air intake is in good condition.</p>	<p>Outdoor air filters are not present.</p> <p>Return air filters are not present.</p> <p>Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly.</p> <p>Drain pans are not plugged. Drain pan condition is good.</p> <p>Heating coils are clean and cooling coils are clean.</p> <p>Heat wheels are not present.</p> <p>Exterior ducting is visible. Exterior ducting insulation is in good condition.</p> <p>Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean.</p> <p>Air handling room is free of trash/chemicals.</p> <p>Outside damper is open, and its condition is good.</p> <p>Return damper is open, and its condition is good.</p> <p>The general condition of the unit is good.</p>
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_08	
Location of Unit:	Mechanical room 3rd fl playdeck	
Areas Served:	Gymnasium See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on the roof. No nearby pollution sources were found.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are somewhat dirty and on the border of needing replacement (scoring 4 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 	Outdoor air intake is in good condition.	Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.

Unit Designation:	AHU_10	
Location of Unit:	Mechanical room 3rd fl playdeck	
Areas Served:	2nd Floor West See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on the roof. No nearby pollution sources were found. Outdoor air intake is in good condition.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_11	
Location of Unit:	Mechanical room 3rd fl playdeck	
Areas Served:	2nd & 3rd Floors See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on the roof. No nearby pollution sources were found.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are somewhat dirty and on the border of needing replacement (scoring 4 out of 5) and fit poorly. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 	Outdoor air intake is in good condition.	Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is inaccessible, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.

Unit Designation:	AHU_12	
Location of Unit:	Mechanical room ground 0205	
Areas Served:	Auditorium See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on an exterior wall. No nearby pollution sources were found. Outdoor air intake is in good condition.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	AHU_13	
Location of Unit:	Mechanical room mezz (M12)	
Areas Served:	1st Floor VAVs See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> • Supply System - VAV • Heating - Hot Water • Cooling - Chilled Water • Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on an exterior wall. No nearby pollution sources were found.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are somewhat dirty and on the border of needing replacement (scoring 4 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good.
Filter Type - Mixed <ul style="list-style-type: none"> • Pre-filter: None • Main filter: Pleated, MERV 11 	Outdoor air intake is in good condition.	Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is closed, and its condition is good. The general condition of the unit is good.

Unit Designation:	AHU_14	
Location of Unit:	Mechanical room mezz (M12)	
Areas Served:	Gallery See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Hot Water Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on an exterior wall. No nearby pollution sources were found. Outdoor air intake is in good condition.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are somewhat dirty and on the border of needing replacement (scoring 4 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coils are clean and cooling coils are clean. Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is in good condition. Interior ducting is visible. Interior ducting insulation is in good condition. Interior ducting is clean. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 		

Unit Designation:	RTU_01	
Location of Unit:	Mechanical room roof	
Areas Served:	North See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - VAV Heating - None Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on the roof. No nearby pollution sources were found.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Cooling coils are clean.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 	Outdoor air intake is in good condition.	Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is not present. Interior ducting is not visible. Interior ducting insulation is in an unknown condition. Interior ducting is of unknown cleanliness. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.

Unit Designation:	RTU_02	
Location of Unit:	Mechanical room roof	
Areas Served:	South See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - VAV Heating - None Cooling - Chilled Water Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on the roof. No nearby pollution sources were found.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Cooling coils are clean.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 	Outdoor air intake is in good condition.	Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is not present. Interior ducting is not visible. Interior ducting insulation is in an unknown condition. Interior ducting is of unknown cleanliness. Air handling room is free of trash/chemicals. Outside damper is closed, and its condition is good. Return damper is open, and its condition is good. The general condition of the unit is good.

Unit Designation:	RTU_03	
Location of Unit:	Mechanical room 3rd fl roof	
Areas Served:	Cafeteria See attached map	
System Enhancements:	None	
Supply System	Outdoor Air	Cleanliness and Observations
Type <ul style="list-style-type: none"> Supply System - Constant Volume Heating - Gas Fired Cooling - Dx Energy Recovery Unit (ERU) - None 	Outdoor air intake is accessible Outdoor air intake is located on the roof. No nearby pollution sources were found.	Outdoor air filters are not present. Return air filters are not present. Mixed air pre-filters are not present. Mixed air main filters are clean and not in need of replacement (scoring 2 out of 5) and fit well. Mixed air main filters are installed correctly. Drain pans are not plugged. Drain pan condition is good. Heating coil cleanliness is not known and cooling coils are clean.
Filter Type - Mixed <ul style="list-style-type: none"> Pre-filter: None Main filter: Pleated, MERV 11 	Outdoor air intake is in good condition.	Heat wheels are not present. Exterior ducting is visible. Exterior ducting insulation is not present. Interior ducting is not visible. Interior ducting insulation is in an unknown condition. Interior ducting is of unknown cleanliness. Air handling room is free of trash/chemicals. Outside damper is open, and its condition is good. Return damper is closed, and its condition is good. The general condition of the unit is good.

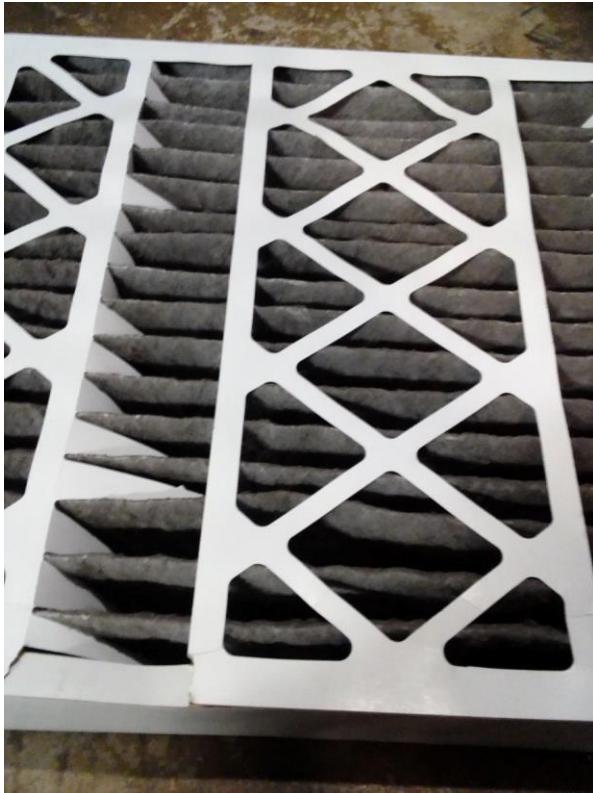
Recommendations

Dirty or poorly fitting filters were observed in units AHU_05 and AHU_11 during the ventilation inspection.

Recommendation: The operations and maintenance program for filter changes should be reviewed and revised to ensure proper filter changes to optimize filtration capacity.

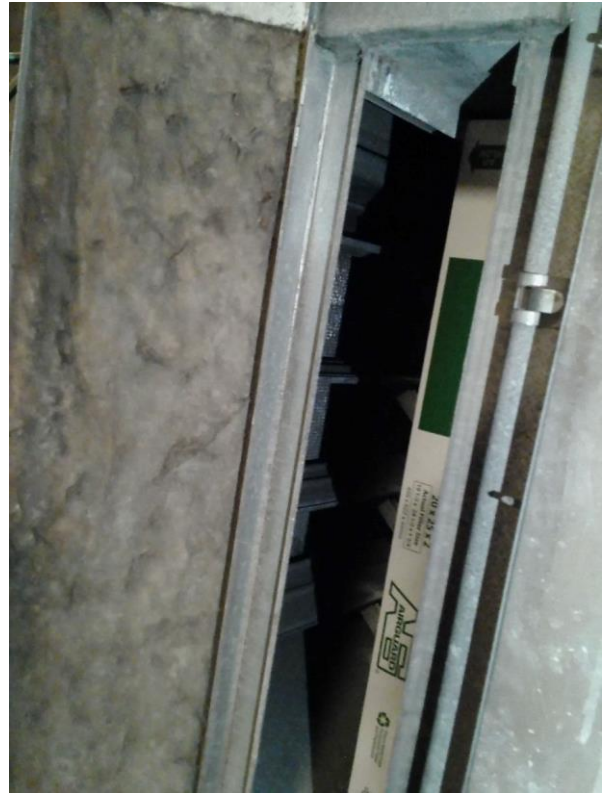
Appendix A

Photo Documentation



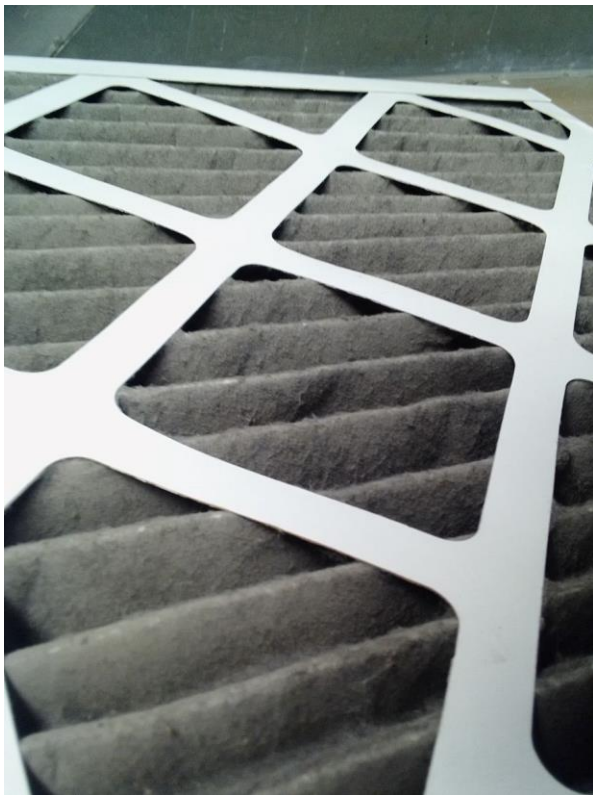
AHU_04

Mixed Main Filter Cleanliness



AHU_05

Mixed Main Filter Fit



AHU_08

Mixed Main Filter Cleanliness



AHU_11

Mixed Main Filter Cleanliness



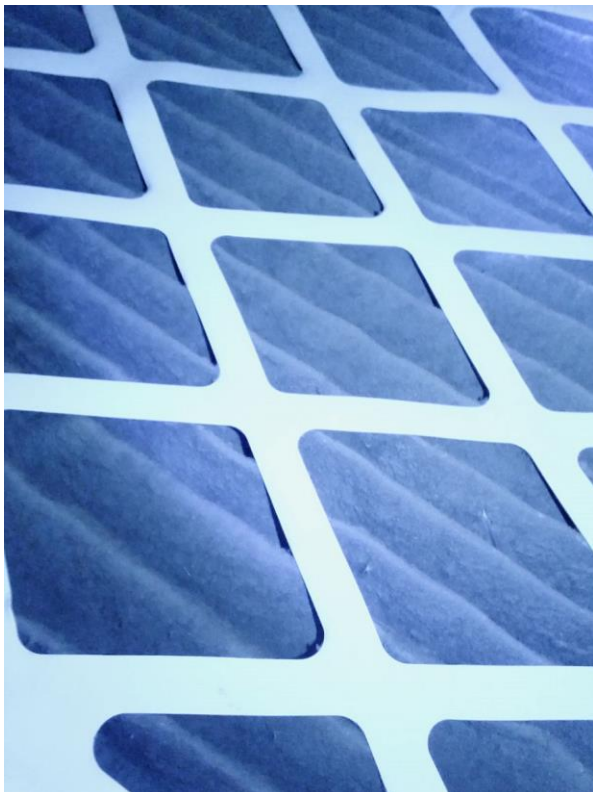
AHU_11

Mixed Main Filter Fit



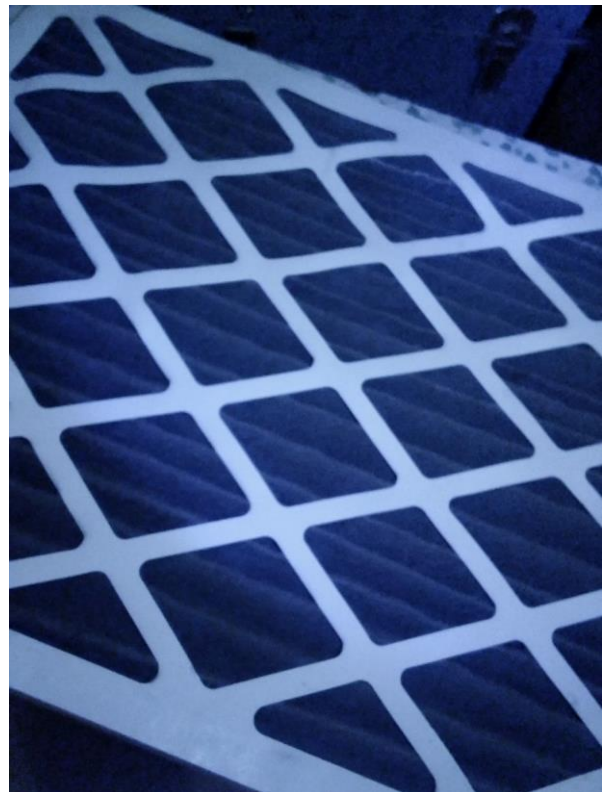
AHU_13

Mixed Main Filter Cleanliness



AHU_14

Mixed Pre-Filter Cleanliness



AHU_14

Mixed Main Filter Cleanliness