


**MEMORANDUM**

**TO:** Waterbury Public Schools Community

**FROM:** Nicholas J. Albini, Chief Operating Officer 

**DATE:** April 28, 2026

**SUBJECT:** Heating, Ventilation and Air Conditioning (HVAC) Five-year Reporting Records Availability

Waterbury Public Schools maintains Heating, Ventilation and Air Conditioning (HVAC) five-year reporting records for its school facilities in accordance with applicable policies and recordkeeping requirements of the State of Connecticut.

This memorandum serves as formal notification that HVAC five-year reporting has been completed at the following Waterbury Public Schools facilities:

- Crosby High School
- Wendell Cross School
- Duggan Elementary School
- Gilmartin Elementary School
- John F. Kennedy High School
- State Street School
- Wallace Middle School

The HVAC assessments were conducted in accordance with applicable standards and procedures to evaluate indoor environmental conditions within the listed school buildings.

All finalized HVAC testing reports are on file at the Waterbury Public Schools Central Office. These records are public records and any member of the public wishing to review specific HVAC reports must submit a formal request in advance via e-mail. We ask that requests clearly identify the school location, building, or specific HVAC document being sought so that staff may process them efficiently. Requests should be directed to Margaret Cherubini at [mcherubini@waterbury.k12.ct.us](mailto:mcherubini@waterbury.k12.ct.us).

Upon receipt of a request and after review, the records will be made available in accordance with applicable public records procedures.

Thank you for your cooperation.