



Hamilton-Wentworth District School Board
20 Education Court – PO Box 2558
Hamilton, ON L9A 0B9
Attention: Michael Sokolowski

September 21st, 2020

Norwood – HVAC Ventilation Audit

This letter is to confirm that Smith and Long Mechanical Ltd has performed an audit of the central HVAC ventilation system. The central ventilation system is operating as intended and any found deficiencies have been rectified. The only remaining outstanding work is based on parts/ unit availability and will be completed as soon as they arrive.

If there are any **MAJOR** deficiencies that are still negatively impacting operation of the school's central HVAC ventilation system, they will be listed below with an expected completion date.

- No Deficiencies

If you require any further information, please do not hesitate to reach out.

Sincerely,

Matthew Davis
Account Executive
Smith and Long Limited

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