

Air Quality Enhancements, Millbrook Tarry

**To the tenants of Millbrook Tarry, 97 Lowell Road, Concord, MA:
July 2020**

As part of our recent HVAC preventive maintenance, we made several indoor air quality enhancements, to follow guidance set forth by the governing body of the air conditioning industry, the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), in the wake of the COVID crisis.

All HVAC air filters were replaced with higher efficiency MERV 13 standard filters, per ASHRAE guidance.

A needlepoint bipolar ionization (NPBI) device was installed in each HVAC unit. These units remove particulates and allergens by binding tiny dust particles together so they are too large to remain suspended in air or they are filterable by high efficiency air filters. They neutralize odors and virus by breaking them down at the molecular level. The units are reported as safe and silent, using very little energy.

In addition, our HVAC contractor recommends that all tenants open their windows to enhance outdoor ventilation and operate their HVAC fans continuously to allow for continuous filtering and ion distribution.

Please call if you have any questions (978/371-3343 or 978/371-3344).

**Milltarry Offices Registered LLP
Carol and Jim White**