



Leo J Roth Corporation

841 Holt Road, Webster New York 14580

p 585.872.0220 f 585.872.1611 leojroth.com

Mechanical & Roofing Contractors • Roth Controls • Roth Residential • Roth Green Energy

Vertus Charter School
21 Humboldt Street
Rochester NY

August 11, 2020

Attn: Deane Schneider

Re: Merv-13 filter upgrades

We are pleased to upgrade the filtration in your HVAC system(s) as requested. We will perform a filter change from existing filters to Merv-13 filters in your facility, which includes removal, replacement and proper disposal of old filters.

Your contract covers 2 filter changes per year, but because these filters capture more particles, we recommend a return visit in 30 to 60 days to check the condition of filters to determine if a new schedule for filter changes is required.

We will also adjust the fresh air intake to maximize the amount of outdoor air you are taking in. This may need to be adjusted in the winter months to prevent too much cold air from coming in.

LEO J. ROTH CORPORATION

Sincerely,

Tony Vicari