



OSK DESIGN PARTNERS, PA

ARCHITECTS and LAND PLANNERS

- 17 West Knight Avenue, Suite 200, Collingswood, New Jersey 08108 (Mail)
- 9616 Second Avenue, Suite 201, Stone Harbor, New Jersey 08247
- Phone: (856) 854-0580 Fax: (856) 854-0993 www.oskdesignpartners.com

Founder: JOHN J. OLIVIERI (1956-1999)
 Principal: DANIEL A. SHOUSKY, AIA, PP (NJ 08490)
 Principal: PAUL A. KISS, AIA, PP (NJ 11517) *

Partner: GERALD S. BLACKMAN, JR., AIA, PP (NJ 17113)
 Associate: STEVEN J. BOLOGNO, AIA (NY 028461)

August 10, 2017

Mr. Thomas J. LaRocco, PE
 Chief Engineer
 Cape May County Municipal Utilities Authority
 1523 New Jersey State Highway Route 9 North
 Swainton, NJ 08210

Re: New Administration Office Building; Contract AD-11-16
 Cape May County Municipal Utilities Authority
 1523 New Jersey State Highway Route 9 North
 Swainton, NJ 08210
HVAC Unit Filters

Dear Tom,

OSK Design Partners, PA (herein referred to as "OSK") is pleased to offer this letter to the Cape May County Municipal Utilities Authority (herein referred to as "CMCMUA") regarding HVAC unit filter sizes for the above referenced project. The filter sizes were determined by OSK after the review of the submittals for the HVAC equipment. The manufacturer's product literature for the HVAC units included in the submittal indicates the filter sizes. The filters should be MERV 13 for HHP units.

HVAC Unit Filter Sizes

Mark	Room Location	Quantity	Filter Sizes (Inches x Inches)
HHP B-1	Basement Library 005	2	18 x 18; 18 x 14
HHP B-2	Basement Vacant Area 004 (SW Corner)	2	20 x 20; 20 x 22
HHP B-3	Basement Vacant Area 001 (NE Corner)	2	18 x 20
HHP B-4	Basement Vacant Area 004 (Elevator)	2	18 x 20
HHP B-5	Basement Tech Storage 007	2	18 x 18; 18 x 14
HHP 1-1	Tech Work Room 115	2	20 x 20; 20 x 22
HHP 1-2	Copy/Print Room 108	2	18 x 18; 18 x 14
HHP 1-3	HR Storage 109	2	18 x 18; 18 x 14
HHP 1-4	Purchasing 105	2	20 x 20; 20 x 22
HHP 1-5	Purchasing 105	2	20 x 20; 20 x 22
HHP 1-6	Mail Room 120	2	20 x 20; 20 x 22
HHP 1-7	File Clerk 125a	2	18 x 18; 18 x 14
HHP 1-8	File Storage 122	2	18 x 18; 18 x 14
HHP 1-9	Lunch Room 124	2	18 x 18; 18 x 14

Delaware (* S5-0006400) and (** S5-0007857) • Florida (* AR-0014467) • Georgia (* 009817) • Illinois (* 001.017909)
 Maryland (* 13867) • Massachusetts (* 31760) • New York (* 028672) • Pennsylvania (* RA013354B) and (** RA406016)
 Virginia (* 0401016206) • West Virginia (* 3630) • Wisconsin (* A-9538-005)

Mr. Thomas J. LaRocco, PE

Cape May County Municipal Utilities Authority

CMCMUA New Administration Office Building; Contract AD-11-16

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HHP 1-10	File Room 125	2	18 x 18; 18 x 14
HHP 1-11	Tech Work Room 115	2	20 x 20; 20 x 22
HHP 1-12	Lunch Room 124	2	20 x 20; 20 x 22
HHP 2-1	Staff Office #3 217	2	18 x 20
HHP 2-2	Plan Room 218	2	18 x 18; 18 x 14
HHP 2-3	Solid Waste Office 211	2	18 x 18; 18 x 14
HHP 2-4	Staff Office 205	2	18 x 20
HHP 2-5	Storage Room 234	2	18 x 18; 18 x 14
HHP 2-6	Copy/Print Room 219	2	18 x 18; 18 x 14
HHP 2-7	Ladies Room 203	2	18 x 20
HHP 2-8	Corridor 238 (Kitchenette)	2	18 x 18; 18 x 14
HHP 2-9	Accounting Office 220	2	18 x 20
HHP 2-10	Storage 233 (Roof Access)	2	18 x 18; 18 x 14
HHP 2-11	Storage 233 (Roof Access)	2	18 x 18; 18 x 14
HHP 2-12	Contracts Office 231	2	18 x 20
HHP 2-13	Administration Office 226	2	18 x 18; 18 x 14
RTU-1	Low-Slope Roof Area		
	Supply Filters	9	20 x 24 x 2-inches thick (MERV 8)
	Supply Filters	9	20 x 24 x 4-inches thick (MERV 14)
	Exhaust Filters	4	16 x 25 x 2-inches thick (MERV 8)
	Hood Filters (Aluminum, Non-Replaceable)	6	20 x 24 x 1-inch thick

The aluminum hood filters for RTU-1 are filters that are not periodically replaced. The aluminum filters are intended for preventing birds, insects and rodents from entering RTU-1. The aluminum filters should be replaced only if they are damaged. Please do not hesitate to contact me if you have any comments, questions or require any additional information.

Sincerely,

Jerry Blackman

Jerry Blackman, AIA, PP
Partner
OSK Design Partners, PA