



**M E M O R A N D U M**

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: September 23, 2021

From: Cora Young, Emergency & Safety Coordinator

Subject: Air Filter Maintenance Schedule

Please see the below table for information on the maintenance of HVAC filters in your building.

<b>Building:</b>	<b>Date Filter last changed:</b>	<b>Date next filter maintenance scheduled:</b>
300 Ellinwood	07/2021	10/2021
400 Ellinwood	08/2021	11/2021
500 Ellinwood	09/2021	12/2021
1275A Hall Ave	09/2021	12/2021
2600 Stanwell	06/2021	09/2021
1875 Arnold Dr	09/2021	12/2021
151 Sand Creek Rd	09/2021	12/2021
4071 Port Chicago Hwy	07/2021	TBD*
1535 Fred Jackson Way	04/2021	10/2021
3105 Willow Pass Blvd	06/2021	12/2021
2020 North Broadway	07/2021	10/2021
4545 Delta Fair	07/2021	10/2021
4549 Delta Fair	07/2021	10/2021
40 Douglas Dr	08/2021	11/2021
151 Linus Pauling Dr	08/2021	11/2021
1305 Macdonald Ave	09/2021	12/2021
1650 Cavallo	07/2021	10/2021
2530 Arnold Dr	07/2021	10/2021

\*EHSD is working with Public Works Real Estate to confirm the maintenance schedule at 4071 Port Chicago Hwy

If you have any questions on this, please contact your building manager directly.